

FAUQUIER COUNTY SCHOOLS  
**PROCUREMENT DIVISION**  
320 Hospital Drive Ste. 23  
Warrenton, Virginia 20186  
Phone: 540.422.8357 Fax: 540.422.8355

**NOTICE OF CONTRACT RIDER—RENEWAL**

DATE: April 23, 2025

COMMODITY NAME: Non-Medical Temporary & Permanent Medical Staffing Services

CONTRACT NUMBER: 25-095-S-R-(Riding Alexandria City Public Schools ITB 7933)

CONTRACT PERIOD: December 13, 2024, through July 30, 2025  
Renewal 1: June 30, 2025, through June 29, 2026

RENEWALS: Two (2) 1-year renewals

CONTRACTOR: Allied Instructional Services, LLC  
VN:646092 P. O. Box 2214  
Ashland, VA 23005  
Phone : 804-368-8475  
Mary Hall  
[mhall@alliedinstructional.com](mailto:mhall@alliedinstructional.com)

TERMS: Net 45 days

DELIVERY: See contract details

FOR FURTHER INFORMATION CONTACT: Krysten Hilton  
Procurement Manager  
Phone: 540.422.8357

NOTICE TO ALL FAUQUIER COUNTY PUBLIC SCHOOLS USING DEPARTMENTS: This contract is the result of a competitive bid program, and its use must follow the FCPS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. **Orders:** All FCPS Using Departments must order services listed by issuing FCPS Purchase Orders per FCPS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCPS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. **Renewals:** As stated on the face of this notice Two (2) additional 1-year renewal are on this contract. Renewal notification will be issued by the contract officer after verification of Alexandria City Public Schools renewal, with input requested from the **Special Education** department, approximately sixty days in advance of the expiration date of the current term.



DEPARTMENT OF FINANCE

Procurement Division

Fauquier County Government & Public Schools  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186-3037

[procurement@fauquiercounty.gov](mailto:procurement@fauquiercounty.gov)



Phone (540) 422-8352

Fax (540) 422-8355

FAUQUIER COUNTY GOVERNMENT

PROCUREMENT DIVISION

320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186

Phone: (540) 422-8351 Fax: (540) 422-8355

[Andy.johnson.fin@fauquiercounty.gov](mailto:Andy.johnson.fin@fauquiercounty.gov)

April 15, 2025

Allied Instructional Services, LLC  
P.O. Box 2214  
Ashland, VA 23005

Attn: Mary Hall

RE: Renewal 1 **25-095-S-R—Non-Medical Temporary & Permanent Medical Staffing Services**

Fauquier County Government wishes to exercise its option to renew the above referenced contract for a one-year period. The renewal period will be from **June 30, 2025, through June 29, 2026.**

It is understood and agreed that all terms, conditions, and prices will remain the same during the contract renewal period indicated above. Please forward a current Certificate of Insurance, with **“Fauquier County Government endorsed as additional insured.**

If this is agreeable with your company, please sign and return this contract renewal letter upon receipt. If you have any questions pertaining to this renewal, please do not hesitate to contact me. A copy of the fully executed contract renewal will be returned for your files.

Sincerely,

Andy Johnson  
Procurement Officer I

Allied Instructional Services, LLC

By: Mary T. Hall

Title: President of Business Operations

Date: April 17, 2025

Fauquier County Government

By: Kristen Hylton  
Kristen Hylton

Title: Procurement Manager

Date: 4/18/2025

**ALLIED INSTRUCTIONAL SERVICES RATE CHART  
2025-2026 School Year**



	<b>Hourly Rates</b>	<b>Office Hours</b>
<b>Teacher of the Blind and Vision Impaired</b>	\$83/hour portal to portal **	\$60/hour
<b>Teacher of the Deaf and Hard of Hearing</b>	\$83/hour portal to portal **	\$60/hour
<b>Orientation and Mobility Instructor</b>	\$83/hour portal to portal **	\$60/hour
<b>Speech Language Pathologist</b>	\$83/hour portal to portal **	\$60/hour
<b>Speech Language Pathology Assistant</b>	\$57/hour portal to portal **	\$45/hour
<b>Physical Therapist</b>	\$83/hour portal to portal **	\$60/hour
<b>Occupational Therapist</b>	\$83/hour portal to portal **	\$60/hour
<b>Certified Occupational Therapy Assistant</b>	\$73/hour portal to portal **	\$60/hour
<b>Assistive Technology Specialist</b>	\$83/hour portal to portal **	\$60/hour
<b>School Psychologist</b>	\$100/hour portal to portal **	n/a
<b>Educational Diagnostician</b>	\$100/hour portal to portal **	n/a
<b>Sign Language Interpreters</b>	\$68/hour portal to portal**	n/a

**ALLIED INSTRUCTIONAL SERVICES RATE CHART  
2025-2026 School Year**



**Definitions:**

**Hourly:** all time related to and necessary for the provision of services during the normal school day hours or remote or a combination of the two to include direct service time with students, meetings, consultation, materials adaptation or modification, travel between schools, etc.

**Portal charge:** drive time to and from school division. Portal charge is the average drive time per online navigation systems without traffic, not to exceed 1 hour each way.

\*\*Portal fee waived for any individual provider working within the school division 35 hours or more per week on monthly basis.

**Office Hours:** all paperwork completed outside the normal school day hours such as report writing and material prep/adaptation, etc., as necessary for the implementation of services. Braille work and creating accessible education materials completed by a Certified Braille Transcriptionist/Certified TVI is invoiced at this rate. Documentation of time/tasks completed will be submitted with monthly invoice.