



DATE: April 18, 2016

TO: All Offerors

FROM: Gaurang P. Pathak  
 Manager of Financial Services/Internal Control

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-05

**RFP for Speech Language Pathology Services**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. How many schools will the SLP be serving	Up to 32 Schools
2. How many working hours per day? Days per school year?	About 7 hours. About 177 regular year, 30 summer days.
3. Should proposers submit cost to deliver services in a separate, sealed envelope?	Yes, in a separate sealed envelope
4. Who are the current vendors for SLP Services?	DE Speech & Language Services Inc., Educational Based Services, Theraplay Inc., and Therapy Services of Delaware Inc.
5. How many contracts do you plan to award for this solicitation?	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
6. What are the current billing rates for SLP services?	DE Speech & Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.
7. In regards to billable hours: <ul style="list-style-type: none"> <li>• Are IEP meetings billable?</li> <li>• Are orientation sessions, professional development and other district-</li> </ul>	IEP meetings are billable. Orientation sessions, professional development and other district-sponsored meetings if specifically approved by the district.

<p>sponsored meetings billable?</p> <ul style="list-style-type: none"> <li>• Are we allowed to bill for paperwork and documentation?</li> <li>• Are we allowed to bill for mileage and travel between school sites?</li> <li>• How many hours are in a typical school day (i.e. how many hours are SLP allowed to be on-site and billing?)</li> </ul>	<p>Reports, such as evaluation reports are billable. Routine paperwork and documentation is not. Mileage is not billable School day is 6.5 hours for students.</p>
<p>8. Is there a specific format for Cost Methodology and price that vendors shall use?</p>	<p>No specific format, but the cost methodology and price must be descriptive, clear and all inclusive.</p>
<p>9. Please clarify number of copies, are you looking for one (1) original and four (4) copies, or four (4) total copies with one being an original. Does each copy need to contain the separate pricing?</p>	<p>Four (4) total copies with one being an original. One (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses. One (1) original paper copy of pricing is sufficient but must be in a separate sealed envelope properly marked " Contract # CHR 2016-04"</p>
<p>10. Could you please let me know the projected weekly hours of service for the SPLs?</p>	<p>Approximately 35 hours. Will consider part time schedules.</p>
<p>11. If the hours are on an As Needed Basis or Part-Time, can you please let me know the amount of weekly hours that the SLP worked during the 2015-16 academic year? I am aware that the hours might not be the same for the 2016-17 academic years. However, this will provide us with a better understanding on how we should calculate our cost proposal for Christina School District.</p>	<p>Data not available at this time for 2015-16 academic years.</p>
<p>12. On section 7. General Contract Terms, paragraph b, and second paragraph at the bottom of page 18, can you please provide more clarification on your non-solicitation terms for contacted employees presented by vendors?</p>	<p>This pertains to if district decides to hire a contracted vendor employee as a district employee.</p>
<p>13. How many working days will the SLP work during the school year (For Example: 180 days or less)?</p>	<p>About 177 regular year days and about 30 summer days.</p>
<p>14. How many SLPs do you foresee needing for the 2016-17 school year?</p>	<p>45 plus</p>

<p>15. On section r. paragraph 2, page 24, is Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Therapy provided by Christina School District or the Vendor?</p>	<p>Yes testing, evaluation materials/equipment will be provided by the district.</p>
<p>16. On the same section as mentioned above, who will be the representative from Christina School District to determine which materials/equipment are required for the Therapy Services?</p>	<p>Christina School District lead Speech Pathologist will determine the required materials/equipment for the Psychology services.</p>
<p>17. On the same section mentioned above, will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Christina School District?</p>	<p>Yes</p>
<p>18. Does the district intend to award to a single or multiple vendors?</p>	<p>It depends; please refer to # 18 on page 12 of the RFP document.</p>
<p>19. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?</p>	<p>Mileage reimbursement is not a line item in the billing.</p>
<p>20. Would you consider certified therapy assistants such as PTA, COTA, SLPA, or CFY?</p>	<p>PTA, COTA and CFY will be considered. SLPA will not be considered.</p>
<p>21. Are resumes required at the time of proposal submission or only upon award?</p>	<p>The availability of sample resumes, while not required, will strengthen the vendor presentation.</p>
<p>22. What grades will the SLP provide services for? And what will be the caseload?</p>	<p>Grades will vary based on the needs of the students and district. Caseloads will vary based on student needs.</p>
<p>23. What would be the payment terms of Christina School District (Net 30)?</p>	<p>The district will authorize and process for payment each invoice within thirty (30) days after the date of receipt.</p>
<p>24. Will Christina School District consider a Flat Rate or Range depending on the candidates' level of experience?</p>	<p>District will consider a Flat rate. Fixed price per category. Different rates must be specified clearly by each level of experience.</p>
<p>25. On Section m. Termination of Contract, paragraphs 1 and 2, on pages 22 and 23, what are your termination policies for a medical or maternity leave?</p>	<p>Individuals working under this contract are service providers and not the employees of the district.</p>
<p>26. What are the Required Documents for the Therapists to start working at Christina School District? For Example: Fingerprint, Criminal Background Check, TB Test, any other specific</p>	<p>Required documents are listed in Additional requirements section on page 3.</p>

Certifications.	
27. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?	Please refer to our answers to question 4 and 6 above.
28. Are you requiring vendors to submit a proposal response for all service categories or can we just submit for a single category?	You can submit your proposal response to one or more categories.
29. We are located in the state of Florida and we do not have an office in the State of Delaware. Is it your preference for a company to have an office in the State of DE?	You are required by law to have a Delaware Business License to provide services to state agencies.
30. How many contract SLP resources do you contract annuals	Currently 4 Vendors
31. What are the rates that you are currently paying for Speech therapists?	DE Speech & Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.
32. How many contract SLP resources are you planning to bring on for the 2016/2017 school year?	I am unable to provide this information due to time constraints.
33. How many fulltime positions will be available for this RFP?	45 plus
34. What is the current contract bill rate for these positions?	DE Speech & Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.
35. Bottom of Page 3 "Cost to deliver services outlined above must be submitted under separate cover by itself." There was no other information about how to make such a submission, so how does Christina want us to provide this information?	Cost to deliver services proposal (paper and electronic copy) must be provided in a separate envelope labeled with Contract # CHR 2016-05.

<p>36. Middle of Page 6, 8B "RFP Proposals" "Please provide a separate electronic pricing file from the rest of the RFP proposal." Can this be submitted by personally handing over a USB drive containing pricing information to Christina School District? If so, can it be contained in the envelope containing the 4 written copies of the proposal, or must it be completely separate from the proposal itself? If the latter, how would you like the envelope containing the USB drive labeled?</p>	<p>Cost to deliver services proposal (paper and electronic copy) must be provided in a separate envelope labeled with Contract # CHR 2016-05 Costs/Pricing. Yes it can be contained in the envelope containing the 4 written copies of the proposal.</p>
<p>37. Attachment 6, page 37, "Subcontractor Information Form" I have 18 full time Speech-Language Pathologists(SLPs) working with The Speech Clinic, Inc. all of whom are employees of the business. I also hire some part-time Speech-Language Pathologists on an as needed basis for part-time work; these SLPs are independent contractors. I do not contract with other agencies who provide these part-time independent contractors, as they are all independent SLPs with their own DE business license and insurance coverage. I do not anticipate any of the individuals currently working as part time independent contractors to be involved in the current contract with Christina. Should I even complete Attachment 6?</p>	<p>If you do not intend using Sub contractors then complete the section with N/A.</p>
<p>38. Finally, I have been providing SLPs to work in the Delaware schools for 30 years. All of the SLPs I currently have on my staff are already "earmarked" for continuing in their present positions at schools in Red Clay, Appoquinimink, and Brandywine School Districts. The timing of the process is such that by the time I hear of a possible contract award from Christina School District, there may not be sufficient time to recruit more than 2 or 3 additional SLPs before the start of the 2016-17 school year. With this in mind, should I make this clear within the body of my proposal, or would Christina prefer that I do not even put in a bid if I know that I cannot provide ALL of what Christina may ask me to provide?</p>	<p>It is assumed that one vendor will not be able to meet all our needs. Vendors who can provide limited number of Therapists will be considered.</p>

39. How many FTE (full-time equivalent) SLPs are you looking to contract for the 2016/2017 school year?	45 plus
40. Who won the RFP's last time it was issued?	DE Speech & Language Services Inc., Educational Based Services, Theraplay Inc., and Therapy Services of Delaware Inc.
41. How many years has the current vendor been in place?	Three
42. Are you happy with current vendor services?	Yes
43. How many vendors will be awarded the RFP	We will award number of contracts to assure capacity to serve based on our needs for this solicitation
44. How much was spent in the prior year on these services?	Estimated annual expenditure is approximately \$2,400,000.00
45. What were the bill rates for the prior awardees?	DE Speech & Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.
46. How many hours are needs on a monthly basis?	I am unable to provide this information due to time constraints.
47. How many staff are needed for this position?	45 plus
48. Is there compensatory time available for missed sessions?	Yes
49. Is there travel between schools?	Yes
50. How many SLP positions are currently being filled through staffing agencies? Are these full or part time	Approximately 45
51. How many SLP vacancies do you currently have that could be filled by contractors but are not being filled? Why do you think this is?	We have no unmet needs at this time.
52. How many SLP positions are you anticipating for the upcoming school year that needs to be filled via	45 plus, can be mixture of both full and part time.

contract? Will these positions be full time, part time, or a mixture of both?	
53. How many vendors are currently approved to provide SLP services?	Four
54. How many vendors are you allowed approving for this RFP?	Multiple
55. Do any of your current vendors offer a price range instead of one flat bill rate?	No
56. Do you prefer to have a flat rate or a range? Please understand that health care professionals can come with a broad range of skills and years of experience so some health care professionals are more expensive than others. A flat bill rate may prevent some of the top talent from considering your positions.	District will consider a Flat rate. Fixed price per category. Different rates must be specified clearly by each level of experience.
57. How will Medicaid billing be handled?	The district will handle this. SPLs will provide student service data to the district.
58. If the district will be handling Medicaid billing will they ensure that our employees receive proper training on the districts procedures and software?	Yes
59. Do you want our employees to attend orientation days at the beginning of the school year? If so how many? If so are they optional or mandatory?	Yes, 7 days, mandatory
60. Throughout the year do you want our employees to come to work on teacher workshop days/in-service days? If so are they optional or mandatory	Yes and mandatory
61. How many billable days (including all working days, orientation days, in-service days, and professional development days) are there in a school year for our employees?	185 days
62. Are there any non-billable days that you will require our employees to report to the district? If so how many and please explain what these days are and why they are deemed unbillable.	No

63. Will you be providing continuing education classes/professional development classes? If so are they mandatory or optional?	No we do not provide continuing education classes/professional development classes.
64. Will the school provide our employees with all necessary diagnostic equipment, tests, scoring sheets, and materials for the health care professionals to successfully complete necessary job duties	Yes
65. Will the school assign our employees a laptop or provide them with proper computer access in order to complete all necessary job duties?	Yes
66. What is the typical caseload for a therapist?	It varies widely based on student needs.
67. Is there a cap set in place for the caseload?	No based on student need
68. What is the standard mileage reimbursement rate the district pays when an employee is required to travel between buildings?	No district do not provide mileage reimbursement
69. Can you please provide the current incumbent vendors providing SLP Services?	DE Speech & Language Services Inc., Educational Based Services, Theraplay Inc., and Therapy Services of Delaware Inc.
70. Can you please provide the current incumbent hourly bill rates for SLP Services?	DE Speech & Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.
71. What was the total annual expenditure of the current contract in 2015 and YTD 2016?	Estimated annual expenditure is approximately \$2,400,000.00
72. How many SLPs will be required?	45 plus
73. How many hours per week will be required for each SLP?	Up to 35 hours weekly
74. Section II (Page 2) Scope of Services; How many full-time equivalent therapists does the district anticipate needing for the upcoming school year.	45 plus

<p>75. Section IV.B.12 (Page 9); Pricing Confidentiality: Who currently provides services to the district and at what price?</p>	<p>DE Speech &amp; Language Services Inc.: Standard \$70.00 per hour, Autism program \$70.00 per hour, Bilingual \$78.00 per hour; Educational Based Services: SLPs \$67.85 per hour, Bilingual SLPs \$72.85 per hour; Theraplay Inc.: Standard \$70.50 per hour; Therapy Services of DE Inc.: SLPs \$70.50 per hour, Bilingual SLPs \$71.00 per hour.</p>
<p>76. Section IV.C.4 (Page 15); References: Does the district require references from providers who currently do business with the district</p>	<p>In the RFP Process we cannot differentiate between current providers and non-providers. However current providers should include Christina School District as a reference.</p>