



DATE: April 26, 2013

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2013-13

RFP for Speech Language Pathology Services

ADDENDUM #2 Questions & Answers

Questions & Answers

Questions	Answers
1. Is this a full-time position and what hours the speech language pathologist work?	Yes. School clock, varies. Most are 7:30 a.m. to 3 p.m.
2. Section 17, Paragraph 1, Page 11, District's Right to Award Multiple Source Contracting – The district has the right to select multiple vendors, but is it the intent of the district to select one or multiple vendors?	Multiple Vendors
3. Section 1, Paragraph, D, Page 14, Contract Terms and Conditions – Is pricing fixed for the base year and the extension years, or are price increases allowed in extension years if mutually agreed upon?	It depends.
4. The following questions are general in nature and do not necessarily refer to a specific page or section in the RFP: a. Who are your current vendors and what prices do they charge? b. Have current vendors been able to meet all of your needs? c. Is it acceptable for vendors to	a. Applied Health, Delaware Speech and Language, Therapy Services of Delaware, EBS Healthcare Range for Standard Rate: \$62.00-\$69.50; Range for Bilingual Rate: \$70.00-\$76.00 b. No c. yes, recruiting.

Questions & Answers

<p>begin recruiting for SLPs if selected, or are you looking for vendors to show immediate availability of a pool of therapists?</p> <p>d. How many contract SLPs are currently being used?</p> <p>e. How many contract SLPs do you anticipate using next school year?</p> <p>f. For how many days per year are contract therapists allowed to bill?</p> <p>g. For how many hours per day are contract therapists allowed to bill?</p>	<p>d. 22</p> <p>e. 25</p> <p>f. approx. 210</p> <p>g. on average 7.0 hrs. per day, unless prior approval</p>
<p>5. Was there an RFP for Speech Language Pathology last year? RFP was in 2010. If so, who won?</p>	<p>RFP 2010. Applied Health, Delaware Speech and Language, EBS Healthcare, Invo Health Services, Therapy Services of DE</p>
<p>6. What were the rates of the winning bid last year? RFP was in 2010.</p>	<p>RFP 2010- winning bid. Range for Standard Rate: \$62.00-\$68.00 per hr.; Range for Bilingual Rate: \$70.85-\$76.00 per hr.; Range for Autism Rate: \$71.00 per hr.</p>
<p>7. How many contractors were awarded the last bid?</p>	<p>5</p>
<p>8. How many SLP needs do you anticipate for this year?</p>	<p>Approximately 25</p>
<p>9. Who all is involved in the decision making process?</p>	<p>Office of Special Education Director</p>
<p>10. Section II, Paragraph 1, Page 2; Question: a. How many FTE's (SLP) does Christina School District anticipate outsourcing for the 2013-14 school year? b. How many SLPs are employed by the district?</p>	<p>a. 25 b. 11</p>
<p>11. Section II, Paragraph 1, Page 2: Questions: Who are your current providers of Speech Pathology Services?</p>	<p>See 4 a</p>
<p>12. Section II, Paragraph 1, Page 2: Question: What are the current rates for services being charged per provider (or a prior bid tabulation)?</p>	<p>See 4 a</p>
<p>13. Section II, Paragraph 1, Page 2: Question: Are you current providers able to meet all of the staffing needs of the district?</p>	<p>No</p>

Questions & Answers

<p>14. Section II, Paragraph 3, Page 3, Additional Requirements: Question: What are the currently daily billable hours i.e. 8 hours/40 per week?</p>	<p>7.0 hrs. or 7.5 hrs. per day/35 hrs. or 37.5 hrs. per week</p>
<p>15. a. Is the Speech/ Language Pathologist the only one who has the ability to decide who to “analyze(s) and interpret(s) information to make recommendations regarding the need for speech/ language services”? (II. Scope of Services/ Specifications, Bullet #6) b. Can the IEP Team, teachers, parents, doctors, etc. be consulted?</p>	<p>a. Yes b. Yes- IEP Team is consulted</p>
<p>16. In regards to developing the “Present Level of Educational Performance (PLEPS) and Goals & Benchmarks for Individualized Educational Programs (IEP) within the IEP Plus program”, can the IEP Team, teachers, parents, doctors, etc. be consulted? (II. Scope of Services/ Specifications, Bullet #8)</p>	<p>Yes</p>
<p>17. What means (software, physical calendar, outlook, public folders, etc.) is used to schedule any and all types of service (screenings, diagnostic assessments, therapy/ instructional services, other activities and schedules for assigned schools) for students? (II. Scope of Services Specifications, Bullet #20)</p>	<p>Microsoft Outlook, physical calendar</p>
<p>18. A. How are records maintained for the speech/ language program? B. In what program are the Periodic Reports created? C. Is there a preferred method? (II. Scope of Services Specifications, Bullet #22) D. How is information reported to the District, Dept. of Education and the Medicaid Cost Recovery Office?</p>	<p>a. Hard copy in audit file, hard copy in speech file, electronic copy b. IEP Plus d. Reports and IEP Plus</p>
<p>19. If the district chooses the option to renew for additional one year periods or if the time periods are increased or decreased (due to funding), how much notice is given prior to the decision being made?</p>	<p>90 days prior to expiration</p>

Questions & Answers

(II. Scope of Services/ General Information, Paragraph 1 & 2)	
20. Who is the current vendor providing the service?	Multiple- see 4a
21. Who currently holds the contract? How many positions are filled?	CSD; 25
22. How are services currently being provided? By Contract and/or school district? In each, do the services vary?	Both; no
23. Can we question DE on their current services and what they are looking to improve?	Yes
24. What is the current rate of each position? And/ or services provided?	See 4a
25. What is the current billing rate for each service? (Question 12 & 13 are similar)	See 4a
26. What is the estimated number of hours per week/ year? (Entire contract or break down per service per location?)	See item 4
27. What is the anticipated number of positions needed for this service? (Contract, Position, Service?)	See item 4
28. Are on-call services needed or required? If so, when and how often (if applicable)?	No
29. Will services be provided in the schools, home, and/ or community settings?	All the above
30. Who will supervise?	Vendor with input from Principal and/or Director of Special Services
31. Are we allowed to contact the student's doctor (Primary, Psychologist/ Psychiatrist/ Therapist, etc.) to determine the best course of action/ plan for each student? Is there a specific waiver?	Only with parent approval and written clearance (doctors). Collaborative team includes School Psychologist or Behavior Analyst.
32. How many school days will vendor be able to invoice for per school year?	See item 4

Questions & Answers

<p>33. Are professional in-service days required and able to be invoiced? How many per school year?</p>	<p>Yes, approx. 7</p>
<p>34. Will staff travel from school to school or be assigned to one school per school year?</p>	<p>Some travel between sites and others are based at one site.</p>
<p>35. Are computers/ laptops/ electronic device of some kind provided? Is the “packaged application & system software” (Current version, page 21, t1) provided and pre-loaded?</p>	<p>Yes, we provide; Vendors can provide if compatible with district-wide technology.</p>
<p>36. What exactly is the function of the IEP team and what is its specific purpose? What is required of being a member?</p>	<p>To determine needs of student; Knowledge of the child</p>
<p>37. How much notice does the building principal need if a “departure from the schedule” is necessary?</p>	<p>24 hours</p>
<p>38. If a specific speech/ language item is needed/ required, who bears the cost?</p>	<p>School/District budget</p>
<p>39. How many children are served in the school district? How many children currently have an IEP?</p>	<p>3,000 plus (approximately 16-18% of student population)</p>
<p>40. Can we submit sample resumes representative of the type of candidates we would present?</p>	<p>Yes</p>
<p>41. Related to Section II Scope of Services, paragraph labeled Specifications, page 2: a. What’s the typical caseload for therapists? b. How many schools are typically on a therapist’s caseload? c. How many working days for therapists each school year? d. How many therapists do you anticipate needing for the upcoming school year? e. Who are the current providers for Speech Language Pathology (SLP) services? i. Please provide the current bill rate by provider by discipline.</p>	<p>a. Depends on level of student need serving, approximately 60-80 b. 1 or 2 c. see item 4 d. see item 4 e. see item 4; i. and ii. see item 4</p>

Questions & Answers

<p>ii. Please provide the # of FTEs (full time equivalents) by provider by discipline.</p> <p>f. Have your current providers been able to meet all of your SLP needs?</p> <p>i. Are you happy with their services?</p> <p>ii. Do your current providers need to re-bid or are they are currently in an extension year?</p> <p>g. How many district SLPs do you currently have on staff? How many are outsourced to vendors?</p> <p>h. How many district SLPs are retiring this year?</p> <p>i. Does Christina School District currently have any SLP compensatory time to make-up?</p>	<p>f. yes; i. yes; ii. rebid</p> <p>g. see item 10</p> <p>h. 0</p> <p>i. yes</p>
<p>42. Related to Section II Scope of Services, paragraph labeled General Information, page 3:</p> <p>a. Will this be a multi-vendor award?</p> <p>b. If so, will services be utilized in a ranking order or first serve?</p> <p>c. On what date do you anticipate making this award and notifying vendors of the award status?</p>	<p>a. yes</p> <p>b. first serve</p> <p>c. end of May 2013</p>
<p>43. Related to Section VI Professional Services RFP Administrative Information, paragraph B2 Proposals, page 6, "Each proposal must be submitted with 4 (four) paper copies and 1 (one) electronic copy on CD." Is that 4 original copies or one original and 4 copies?</p>	<p>1 original and 3 copies</p>
<p>44. Related to Section VI Professional Services RFP Administrative Information, paragraph C2 Proposal Section Criteria, page 13, "(list criteria for multiple award selection)" What is the criteria?</p>	<p>Criteria is listed under Section VI Professional Services RFP Administrative Information, paragraph C2 a. Criteria Weight table.</p>
<p>45. Section IV. C. 2. a. Paragraph 2 Page 13 "Cost Methodology & Price" Who is the incumbent contractor (if any) and</p>	<p>See item 4</p>

Questions & Answers

what was their previous price per hour of service provided? If none please state so.	
46. How many Speech Language Pathologists are expected to be needed & roughly how many hours annually per worker?	See item 4
47. Who is the current provider of these services for the District?	See item 4
48. What are the current rates that you are being charged for services?	See item 4
49. How many full time positions will you looking to fill per job function?	See item 4
50. How many hours per week will the contractors be required to work?	See item 4
51. Will some request just be made for assessments and evaluations?	No
52. I am trying to find out your rates that were awarded last year. The number of FTE you contracted last year. If contracted FTE's last year, by which vendors and how many each contracted. How many FTE's you will need for the upcoming school year. Also if you can share the scoring sheets for the bids that were previously awarded	See item 4
53. How many FTE positions are you looking to fill for SLP ? How many hours per day and how many student days for the whole school year do they typically work.	See item 4
54. Are these positions itinerant?	Yes, some
55. If so, typically how many schools are travelled to per day and the estimated amount of mileage traveled between schools?	2 (20 miles maximum)
56. Do you pay for drive time between schools? Do you pay mileage over and above the bill rate?	Yes, for itinerant staff only; No
57. Are you able to let us know any challenges or problems related to this solicitation that you currently have or have had in the past?	Not enough employees to fill the need of the district wide

Questions & Answers

<p>58. The Christina School District expects to negotiate and contract with only one "prime vendor".</p> <p>Question: Do you currently have one prime vendor? If so, who is it and how much is the bill rate for each discipline.</p>	<p>No; No</p>
<p>59. <u>II Scope of Services: General Information: Page 3:</u></p> <p>What is the estimated number of contractual related service providers SLP needed to serve the CSD students?</p> <p>Are contractual related service provider year-long or short term assignments?</p> <p>What is the number of billable hours per day? Does this include record reviews, planning time, documentation time, etc?</p> <p>When is the anticipated start of the awarded contract?</p> <p>Are the services for children aged 0-3 years driven by an IFSP rather than an IEP?</p>	<p>See item 4</p> <p>Preferably year long</p> <p>See item 4; yes</p> <p>July 1</p> <p>Yes, but school district in DE do not serve this population</p>
<p>60. <u>II Scope of Services: Specifications: Page 2:</u></p> <p>What is the average student caseload per related service provider SLP?</p> <p>What is the approximate number of schools (elementary, middle, high school) assigned to each related service providers SLP?</p> <p>Estimated percentage of time a related service provider (SLP) spends in direct treatment, assessments, IEP team meetings, etc?</p> <p>Does DCS have criteria established for the eligibility for related services? If so, please share.</p> <p>Does CDS have an orientation program that contractual related service providers</p>	<p>See item 41</p> <p>2</p> <p>75% Direct or consultative 20% Paperwork 5% IEP meetings</p> <p>Yes, see Special Education Regulations on the DDOE Website</p> <p>Yes, attend open of school professional days</p>

Questions & Answers

<p>attend prior to the beginning of a new school year?</p> <p>a. Are the contractual related service providers given direct access to the IEP Plus program/website?</p> <p>b. Are there CSD templates that related service providers use for assessment reports, daily log notes, etc.?</p> <p>Are the contractual related service providers given a CSD email account?</p> <p>Does CSD require the related service providers to have a teaching certificate from the Delaware Dept. of Education, in addition to their professional license?</p> <p>To whom do the related service providers report?</p> <p>Are internal audits for service, documentation, and/or Third Party Billing conducted on a periodic basis?</p>	<p>a. Yes b. yes, the SLP group meets on a monthly basis to provide</p> <p>Yes</p> <p>No</p> <p>Formal supervisor is vendor. Principal for site issues and needs. Director of Special Services overall</p> <p>Yes.</p>
<p>61. In terms of the Office of Minority and Women Business Enterprise (OMWBE), are we encouraged or required to use minority vendors?</p>	<p>Encouraged.</p>