



DATE: April 26, 2013

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CSD-2013-15

RFP for Occupational Therapy Services

ADDENDUM #2 Questions & Answers

Questions & Answers

Questions	Answers
1. "Cost Methodology & Price" Who is the incumbent contractor (if any) and what was their previous price per hour of service provided? If none please state so.	Educational Based Services (EBS), OPT Therapy Services, Invo Healthcare Associates, Therapy Services of DE OT - \$58.00 - \$67.85 OTA - \$47.00 - \$47.94
2. How many Occupational therapists & Occupational therapy assistant are expected to be needed & roughly how many hours annually per worker?	10; 7.0 hrs. or 7.5 hrs. per day/35 hrs. or 37.5 hrs. per week – 210 days for school year
3. 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 Occupational Therapy (OT) services? i. Please provide the current bill rate by provider by	a. 50 treatments per week approximately b. 3-4 average c. 210 d. see item 2 e. see item 1; i. see item 1

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<p>discipline.</p> <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 OT 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 OTs do you currently have on staff? How many are outsourced to vendors?</p> <p>h. How many district OTs are retiring this year?</p> <p>i. Does Christina School District currently have any OT compensatory time to make-up?</p>	<p>f. yes; i. yes; ii. rebid</p> <p>g.1; see item 2</p> <p>h. 0</p> <p>i. no</p>
<p>4. 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</p>
<p>5. 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, 3 copies</p>
<p>6. 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>7. Is the OT the only one who has the ability to decide who to "analyze(s) and interpret(s) information to make recommendations regarding the need for occupational therapy services"? (II. Scope of Services/ Specifications, Bullet</p>	<p>Yes and IEP teams are consulted.</p>

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#4) Can the IEP Team, teachers, parents, doctors, etc. be consulted?	
8. Who is the current vendor providing the service? 9. Who currently holds the contract? How many positions are filled?	8. see Item 1 9. CSD; see item 2
10. How are services currently being provided? By Contract and/or school district? In each, do the services vary?	Mostly by contract; No.
11. Can we question DE on their current services and what they are looking to improve?	Yes
12. What is the current rate of each position? And/ or services provided?	See Item 1
13. What is the current billing rate for each service? (Question 6 & 7 are similar)	See Item 1
14. What is the estimated number of hours per week/ year? (Entire contract or break down per service per location?)	Approximately 37.5 hrs. per week
15. What is the anticipated number of positions needed for this service? (Contract, Position, Service?)	10
16. Will services be provided in the schools, home, and/ or community settings?	All of the above.
17. Who will supervise?	Vendor with input from Principal; Director of Special Services
18. 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? (II. Scope of Services/ General Information, Paragraph 1 & 2)	90 days prior to expiration
19. How many school days will vendor be able to invoice for per school year?	210
20. Are professional in-service days required	20. Yes, approximately 7

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<p>and able to be invoiced? How many per school year?</p> <p>21. Will staff travel from school to school or be assigned to one school per school year?</p>	<p>21. Yes, travel from school to school</p>
<p>22. 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>District can provide, but prefer Vendor provide if compatible technology</p>
<p>23. 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 students; knowledge of the child</p>
<p>24. How much notice does the building principal need if a “departure from the schedule” is necessary?</p>	<p>24 hours</p>
<p>25. If a specific PT item is needed/ required, who bears the cost?</p>	<p>School/District budget</p>
<p>26. 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>27. Can we submit sample resumes representative of the type of candidates we would present?</p>	<p>Yes</p>
<p>28. II. Scope of Services – Page 2, Bullet 3 <i>“Conducts Occupational therapy screenings using appropriate screening instruments”</i> Will these be provided by CSD or is the RFP winner to supply?</p>	<p>Vendor provides</p>
<p>29. II. Scope of Services—Page 2, Bullet 14 “Uses a variety of equipment, materials, devices and aids” Can you please clarify?</p>	<p>Therapist is knowledgeable regarding latest technology, materials, and devices and aids</p>
<p>30. II. Scope of Services—Page 2, Bullet 22 <i>“Maintains records of Occupational therapy program....”</i> Can you please describe what type of records?</p>	<p>Student records, Medicaid, Cost Recovery;</p>

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Where they are to be kept? Who owns these records? We assume that these records are property of the school district—is this correct?	Locked files; CSD; Yes
31. What was the Total Volume of Services/Revenue provided in 2012 school year? Can you please provide Actual Spending Amounts and/or Actual Hours Utilized for Occupational Therapy	See Rates
32. How many years has the current vendor been in place?	3
33. Who won RFP last year?	See item 1
34. How many vendors will be awarded?	Multiple
35. What were the Bill Rates on the last RFP?	See item 1
36. Section II, Paragraph 1, Page 2; Question: How many FTE (OT/OTA) does Christina School District anticipate outsourcing for the 2013-14 school year?	See item 2
37. Section II, Paragraph 1, Page 2: Questions: Who are your current providers of Occupational Therapy Services/Occupational Therapy Assistants?	See item 1
38. Section II, Paragraph 1, Page 2: Question: What are the current rates for services being charged per provider (or a prior bid tabulation)?	See item 1
39. Section II, Paragraph 1, Page 2: Question: Are you current providers able to meet all of the staffing needs of the district?	Yes
40. Section II, Paragraph 3, Page 3, Additional Requirements: Question: What are the currently daily billable hours i.e. 8 hours/40 per week?	See item 2
41. <u>II Scope of Services: General Information: Page 3:</u> What is the estimated number of contractual related service providers (OT) needed to serve the CSD students? Are contractual related service provider	See item 2; Year long;

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<p>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>Approximately 7.5;</p> <p>July 1;</p> <p>Yes, but school districts in Delaware do not serve this population</p>
<p>42. <u>II Scope of Services: Specifications:</u> <u>Page 2:</u></p> <p>What is the average student caseload per related service provider (OT)?</p> <p>What is the approximate number of schools (elementary, middle, high school) assigned to each related service providers (OT)?</p> <p>Estimated percentage of time a related service provider (OT) 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 attend prior to the beginning of a new school year?</p> <p>Are the contractual related service providers given direct access to the IEP Plus program/website? 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>See item 3A;</p> <p>Approximately 3;</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> <p>Yes; Yes</p> <p>Yes;</p> <p>No;</p>

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<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>Formal supervisor is vendor. Principal for site issues and needs, Director of Special Services overall;</p> <p>Yes.</p>
<p>43. 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> <p>The Christina School District is an equal opportunity employer. It does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, disability, age or Vietnam Era veteran's status in employment or its programs and activities.</p>
<p>44. Section number II Scope of Services</p> <p>Paragraph number The whole Specifications</p> <p>Page number 2</p> <p>Text of passage being questioned - asking on what is not in this portion</p> <p>1. How many FTE positions are you looking to fill for each discipline (OT)</p> <p>2. How many hours per day and how many student days for the whole school year do they typically work.</p>	<p>See item 2;</p> <p>See item 2</p>
<p>45. Are these positions itinerant?</p>	<p>Few</p>
<p>46. If so, typically how many schools are travelled to per day and the estimated amount of mileage traveled between schools?</p>	<p>Approximately 3 (20 miles max)</p>
<p>47. Do you pay for drive time between schools? Do you pay mileage over and above the bill rate?</p>	<p>For Itinerant only; No.</p>
<p>48. 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?</p>	<p>None</p>
<p>49. Section number Section 12 a</p> <p>Paragraph number 1</p> <p>Page number 9</p>	

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<p>Text of passage being questioned -</p> <p>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.</p>
<p>50. I am trying to find out your rates that were awarded last year.</p> <p>The number of FTE you contracted last year.</p> <p>If contracted FTE's last year, by which vendors and how many each contracted.</p> <p>How many FTE's you will need for the upcoming school year.</p> <p>Also if you can share the scoring sheets for the bids that were previously awarded</p>	<p>See item 2</p> <p>See item 1</p> <p>See item 2</p>
<p>51. How many contracted hours of OT services were utilized last contract/ school year?</p>	<p>Approximately 15,750 hrs.</p>
<p>52. Who is/are the current vendor(s) providing OT services? What rate(s) are you paying for these services? Have they been successful in staffing the all of your needs? How many years have they been providing services? Are you happy with the services they're providing?</p>	<p>See item 1; see item 1; yes; 3; yes</p>
<p>53. Does Christina School District currently have any OT compensatory time to make-up?</p>	<p>No</p>
<p>54. Will therapists have access to internet capabilities/computers at Christina School District?</p>	<p>Yes</p>
<p>55. Are orientation sessions / teacher in-service days billable?</p>	<p>Yes</p>
<p>56. Page 27—Does this form need to be notarized when submitting bids for the above RFPs?</p>	<p>Yes</p>
<p>57. Who is the current provider of these services for the District?</p>	<p>See item 1</p>
<p>58. What are the current rates that you are being charged for OT services?</p>	<p>See item 1</p>
<p>59. How many full time positions will you</p>	<p>10</p>

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looking to fill per job function?	
60. How many hours per week will the contractors be required to work?	See item 2
61. Will some request just be made for assessments and evaluations?	No
62. 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)	Yes
63. Is the OT 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 includes School Psychologists or Behavioral Analysts.
64. What means (software, physical calendar, outlook, public folders, etc) is used to schedule any and all types of service (OT screenings, diagnostic assessments, therapy/ instructional services, other activities and schedules for assigned schools) for students? (II. Scope of Services Specifications, Bullet #21)	Microsoft Outlook, Physical calendar
65. How are records maintained for the Occupational Therapy Program? In what program are the Periodic Reports created? Is there a preferred method? (II. Scope of Services Specifications, Bullet #22) How is information reported to the District, Dept. of Education and the Medicaid Cost Recovery Office?	Hard copy in audit file, hard copy in speech file, electronic copy; IEP Plus; Reports & IEP Plus
66. 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? (II. Scope of Services/ General Information, Paragraph 1 & 2)	90 days prior to expiration

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