



DATE: April 18, 2016

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-06

**RFP for Physical Therapy Services**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. How many schools will the PT be serving	This will vary. Most current PTs serve 3 to 5 schools, not all on the same day.
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 PT Services?	OPT Therapy Services LTD and Therapy Services of Delaware.
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 PT?	OPT Therapy Services LTD: \$63.00 per hour \$150.00 per evaluation; Therapy Services of Delaware: Licensed Physical Therapist \$64.50 per hour, Physical Therapy Assistant Services \$50.50 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-sponsored meetings billable?</li> <li>• Are we allowed to bill for paperwork and documentation?</li> </ul>	IEP meetings are billable. Orientation sessions, professional development and other district-sponsored meetings if specifically approved by the district. Reports, such as evaluation reports are billable. Routine paperwork and documentation is not.

<ul style="list-style-type: none"> <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 PT's allowed to be on-site and billing?)</li> </ul>	<p>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 PT?</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 PT 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>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>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 PT work during the school year (For Example: 180 days or less)?</p>	<p>Approximately 35 hours. Will consider part time schedules.</p>
<p>14. How many PTs do you foresee needing for the 2016-17 school year?</p>	<p>Data not available at this time</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 Services provided by Christina School District or the Vendor?</p>	<p>Most equipment is provided by the district. The vendor may need to supply evaluation protocols and reporting forms or other professional materials not generally available in the educational setting</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>Director of Special Services or Designee</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>The district will provide computer access within the building as well as office supplies, fax/copy access.</p>
<p>18. Does the district intend to award to a single or multiple vendors?</p>	<p>Multiple</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 will not be paid</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 PT 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 Certifications.</p>	<p>Required documents are listed in Additional requirements section on page 3.</p>

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 PT positions are currently being filled through staffing agencies? Are these full or part time	No, you cannot submit 1 response with all 3 included. Speech, Occupational and Physical Therapy Services are all separate RFP's with unique contract numbers.
31. How many PT 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.
32. How many PT positions are you anticipating for the upcoming school year that needs to be filled via contract? Will these positions be full time, part time, or a mixture of both?	I am unable to provide this information due to time constraints.  Can be a mix of full and/or part time.
33. How many vendors are currently approved to provide PT services?	I am unable to provide this information due to time constraints.
34. How many vendors are you allowed approving for this RFP?	Multiple
35. Do any of your current vendors offer a price range instead of one flat bill rate?	No
36. 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.
37. How will Medicaid billing be handled?	The district will handle this. OTs will provide student service data to the district.

38. If the district will be handling Medicaid billing will they ensure that our employees receive proper training on the districts procedures and software?	Yes
39. 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?	No
40. 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	No
41. 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?	About 177 regular year days and about 30 summer days
42. 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
43. Will you be providing continuing education classes/professional development classes? If so are they mandatory or optional?	No
44. 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	Most equipment is provided by the district. The vendor may need to supply evaluation protocols and reporting forms or other professional materials not generally available in the educational setting.
45. Will the school assign our employees a laptop or provide them with proper computer access in order to complete all necessary job duties?	Will provide computer access in the buildings
46. What is the typical caseload for a therapist?	This is based on student needs and the therapist's schedule.
47. Is there a cap set in place for the caseload?	No
48. What is the standard mileage reimbursement rate the district pays when an employee is required to travel between buildings?	No reimbursement
49. Can you please provide the current incumbent vendors providing PT Services?	OPT Therapy Services LTD and Therapy Services of Delaware.

50. Can you please provide the current incumbent hourly bill rates for PT Services?	OPT Therapy Services LTD: \$63.00 per hour \$150.00 per evaluation; Therapy Services of Delaware: Licensed Physical Therapist \$64.50 per hour, Physical Therapy Assistant Services \$50.50 per hour
51. What was the total annual expenditure of the current contract in 2015 and YTD 2016?	Estimated annual expenditure is approximately \$800,000.00
52. How many PTs will be required?	This will vary based on the mix of full and part time therapists. I am unable to provide more data due to time constraints.
53. How many hours per week will be required for each PT?	Up to 35 hours weekly
54. Who won the RFP's last time it was issued?	OPT Therapy Services LTD and Therapy Services of Delaware.
55. How many years has the current vendor been in place?	Three
56. Are you happy with current vendor services?	Yes
57. 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
58. How much was spent in the prior year on these services?	Estimated annual expenditure is approximately \$800,000.00
59. What were the bill rates for the prior awardees?	OPT Therapy Services LTD: \$63.00 per hour \$150.00 per evaluation; Therapy Services of Delaware: Licensed Physical Therapist \$64.50 per hour, Physical Therapy Assistant Services \$50.50 per hour
60. How many hours are needs on a monthly basis?	I am unable to provide this information due to time constraints.
61. How many staff is needed for this position?	I am unable to provide this information due to time constraints.
62. Is there compensatory time available for missed sessions?	Yes
63. Is there travel between schools?	Yes

<p>64. If you are proposing on speech, occupational and physical therapy RFPs, can you submit 1 response with all 3 included?</p>	<p>No. There are different RFP numbers for each type of service. Response to each RFP must be a separate proposal by itself. 1 response with all 3 included will not be accepted and will be considered disqualified.</p>
<p>65. How many contracts PT resources do you contract annuals?</p>	<p>We will award number of contracts to assure capacity to serve based on our needs for this solicitation</p>
<p>66. What are the rates that you are currently paying for Physical therapists?</p>	<p>OPT Therapy Services LTD: \$63.00 per hour \$150.00 per evaluation; Therapy Services of Delaware: Licensed Physical Therapist \$64.50 per hour, Physical Therapy Assistant Services \$50.50 per hour</p>
<p>67. How many contract PT resources are you planning to bring on for the 2016/2017 school year?</p>	<p>We will award number of contracts to assure capacity to serve based on our needs for this solicitation</p>
<p>68. Section Number: III. Required Information</p> <p>Paragraph Number: 2 Minimum Requirements</p> <p>Page Number: 4</p> <p>Text of Passage Being Questioned:</p> <p>“Vendor shall provide responses to the Request for Proposal (RFP) scope of work and clearly identify capabilities as presented in the General Evaluation Requirements below”.</p> <p>Question:</p> <p>Are the responses to the Specifications for Scope of Services, Qualifications and additional requirements in that order all to be addressed under the category Minimum Requirements #2?</p>	<p>No. Your response should be aligned providing details, with each requirement in the RFP. Your response will be rated based on the General Evaluation Requirements.</p>
<p>69. Section II (Page 2) Scope of Services; How many full-time equivalent therapists does the district anticipate needing for the upcoming school year.</p>	<p>Approximately 10 plus</p>
<p>70. Section IV.B.12 (Page 9); Pricing Confidentiality: Who currently provides services to the district and at what price?</p>	<p>OPT Therapy Services LTD: \$63.00 per hour \$150.00 per evaluation; Therapy Services of Delaware: Licensed Physical Therapist \$64.50 per hour, Physical Therapy Assistant Services \$50.50 per hour</p>
<p>71. Section IV.C.4 (Page 15); References: Does the district require references from providers who currently due business</p>	<p>In the RFP Process we cannot differentiate between current providers and non-providers. However current providers should include</p>

with the district	Christina School District as a reference.
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