



DATE: April 18, 2016

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR-2016-07

**RFP for Occupational Therapy Services**

**ADDENDUM #1 Questions & Answers**

Questions	Answers
1. How many schools will the OT be serving	This will vary. Most current OTs 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 OT Services?	Therapy Services of Delaware, Educational Based Services, and OPT Therapy Services
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 OT?	Therapy Services of Delaware: Licensed Occupational Therapist \$64.50 per hour, Occupational Therapy Assistant \$50.50 per hour; Educational Based Services: Occupational Therapist \$67.00 per hour, Certified Occupational Therapy Assistant \$47.50 per hour; OPT Therapy Services: Occupational Therapist \$63.00 per hour, Comprehensive Evaluations \$150.00 per evaluation.
7. In regards to billable hours:  • Are IEP meetings billable?	IEP meetings are billable. Orientation sessions, professional development and other district-sponsored meetings if specifically approved by the

<ul style="list-style-type: none"> <li>• Are orientation sessions, professional development and other district-sponsored meetings billable?</li> <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 OT allowed to be on-site and billing?)</li> </ul>	<p>district.  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 OT?</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 OT worked during the 2015-16 academic year? I am aware that the hours might not be the same for the 2016-17 academic year. 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 OT work during the school year (For Example: 180 days or less)?</p>	<p>About 177 regular year days and about 30 summer days.</p>

14. How many OTs do you foresee needing for the 2016-17 school year?	I am unable to provide this data due to time constraints.
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? 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?	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.  Director of Special Services or Designee
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?	The district will provide computer access within the building as well as office supplies, fax/copy access.
18. Does the district intend to award to a single or multiple vendors?	Multiple
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?	Mileage will not be paid
20. Would you consider certified therapy assistants such as PTA, COTA, SLPA, or CFY?	PTA, COTA and CFY will be considered. SLPA will not be considered.
21. Are resumes required at the time of proposal submission or only upon award?	The availability of sample resumes, while not required, will strengthen the vendor presentation.
22. What grades will the OT provide services for? And what will be the caseload?	Grades will vary based on the needs of the students and district. Caseloads will vary based on student needs.
23. What would be the payment terms of Christina School District (Net 30)?	The district will authorize and process for payment each invoice within thirty (30) days after the date of receipt.
24. Will Christina School District consider a Flat Rate or Range depending on the candidates' level of experience?	District will consider a Flat rate. Fixed price per category. Different rates must be specified clearly by each level of experience.
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?	Individuals working under this contract are service providers and not the employees of the district.
26. What are the Required Documents for the Therapists to start working at Christina School District? For Example: Fingerprint, Criminal Background	Required documents are listed in Additional requirements section on page 3.

Check, TB Test, any other specific 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. If you are proposing on speech, occupational and physical therapy RFPs, can you submit 1 response with all 3 included?	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 contracts OT resources do you contract annuals?	Therapy Services of Delaware, Educational Based Services, and OPT Therapy Services
32. What are the rates that you are currently paying for Occupational therapists?	Therapy Services of Delaware: Licensed Occupational Therapist \$64.50 per hour, Occupational Therapy Assistant \$50.50 per hour; Educational Based Services: Occupational Therapist \$67.00 per hour, Certified Occupational Therapy Assistant \$47.50 per hour; OPT Therapy Services: Occupational Therapist \$63.00 per hour, Comprehensive Evaluations \$150.00 per evaluation.
33. How many contract OT resources are you planning to bring on for the 2016/2017 school year?	I am unable to provide this information due to time constraints.
34. Who won the RFP's last time it was issued?	Therapy Services of Delaware, Educational Based Services, and OPT Therapy Services
35. How many years has the current vendor been in place?	Three
36. Are you happy with current vendor services?	Yes
37. 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

38. How much was spent in the prior year on these services?	Estimated annual expenditure is approximately \$1,700,000.00
39. What were the bill rates for the prior awardees?	Therapy Services of Delaware: Licensed Occupational Therapist \$64.50 per hour, Occupational Therapy Assistant \$50.50 per hour; Educational Based Services: Occupational Therapist \$67.00 per hour, Certified Occupational Therapy Assistant \$47.50 per hour; OPT Therapy Services: Occupational Therapist \$63.00 per hour, Comprehensive Evaluations \$150.00 per evaluation.
40. How many hours are needs on a monthly basis?	I am unable to provide this information due to time constraints.
41. How many staff is needed for this position?	I am unable to provide this information due to time constraints.
42. Is there compensatory time available for missed sessions?	Yes
43. Is there travel between schools?	Yes
44. How many OT positions are currently being filled through staffing agencies? Are these full or part time	I am unable to provide this information due to time constraints.
45. How many OT 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.
46. How many OT 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.
47. How many vendors are currently approved to provide OT services?	Two
48. How many vendors are you allowed approving for this RFP?	Multiple
49. Do any of your current vendors offer a price range instead of one flat bill rate?	No

<p>50. 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.</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>51. How will Medicaid billing be handled?</p>	<p>The district will handle this. OTs will provide student service data to the district.</p>
<p>52. If the district will be handling Medicaid billing will they ensure that our employees receive proper training on the districts procedures and software?</p>	<p>Yes</p>
<p>53. 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?</p>	<p>No</p>
<p>54. 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</p>	<p>No</p>
<p>55. 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?</p>	<p>About 177 regular year days and about 30 summer days</p>
<p>56. 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.</p>	<p>No</p>
<p>57. Will you be providing continuing education classes/professional development classes? If so are they mandatory or optional?</p>	<p>No</p>
<p>58. 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</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>59. Will the school assign our employees a laptop or provide them with proper computer access in order to complete all necessary job duties?</p>	<p>Will provide computer access in the buildings</p>

60. What is the typical caseload for a therapist?	This is based on student needs and the therapist's schedule.
61. Is there a cap set in place for the caseload?	No
62. What is the standard mileage reimbursement rate the district pays when an employee is required to travel between buildings?	No reimbursement
63. Can you please provide the current incumbent vendors providing OT Services?	OPT Services Therapy Services of DE
64. Can you please provide the current incumbent hourly bill rates for OT Services?	Therapy Services of Delaware: Licensed Occupational Therapist \$64.50 per hour, Occupational Therapy Assistant \$50.50 per hour; Educational Based Services: Occupational Therapist \$67.00 per hour, Certified Occupational Therapy Assistant \$47.50 per hour; OPT Therapy Services: Occupational Therapist \$63.00 per hour, Comprehensive Evaluations \$150.00 per evaluation.
65. What was the total annual expenditure of the current contract in 2015 and YTD 2016?	Estimated annual expenditure is approximately \$1,700,000.00
66. How many OTs 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.
67. How many hours per week will be required for each OT?	Up to 35 hours weekly
68. Section II (Page 2) Scope of Services; How many full-time equivalent therapists does the district anticipate needing for the upcoming school year.	Approximately 20 plus
69. Section IV.B.12 (Page 9); Pricing Confidentiality: Who currently provides services to the district and at what price?	Therapy Services of Delaware: Licensed Occupational Therapist \$64.50 per hour, Occupational Therapy Assistant \$50.50 per hour; Educational Based Services: Occupational Therapist \$67.00 per hour, Certified Occupational Therapy Assistant \$47.50 per hour; OPT Therapy Services: Occupational Therapist \$63.00 per hour, Comprehensive Evaluations \$150.00 per evaluation.
70. Section IV.C.4 (Page 15); References: Does the district require references from providers who currently do business with the district	In the RFP Process we cannot differentiate between current providers and non-providers. However current providers should include Christina School District as a reference.

