



DATE: April 26, 2019

TO: All Offerors

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

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR 2019-22
Occupational Therapy Services

ADDENDUM #1 Questions & Answers

Questions	Answers
1. What are the names of your current vendors and what are their bill rates?	The Current vendors are: Educational Based Services, OPT Therapy Services and Therapy Services of Delaware. The hourly rate is between \$65 and \$71 for a Therapist and Therapy Assistant is between \$50 and \$55 per hour
2. Approximately how many clinicians/therapists does the Christina School District anticipate needing?	Approximately 20
3. Will the positions be full-time or part-time?	Full Time
4. Is paper pricing is to be submitted under separate cover?	Yes
5. Would you be able to tell us how many OT's and PT's you currently have on contract, and what the foreseen need is for the 19/20 school year?	Approximately 18 we have now and we may need about 20
6. General questions regarding specifications: a. Why is the district utilizing a solicitation for the services requested in these bids? b. Can the district please clarify if each RFP requires its own dedicated proposal submission?	<ol style="list-style-type: none"> 1. Aggregate spending will exceed \$50,000 2. Yes. 3. Yes, so long as the services align with the scope and pertains to this RFP only.

Questions & Answers

<p>c. Is the district willing to evaluate proposals with Master Service Provider offerings?</p>	
<p>7. Due to the detailed information requested in this solicitation, will the district consider an extension of the due date for these RFP's?</p>	<p>No – The amount of time offered for responding to this RFP is similar to previous request</p>
<p>8. Will the district consider offering a pre-bid meeting for interested contractors to review questions and specifications?</p>	<p>No.</p>
<p>9. Additional Usage Questions:</p> <ul style="list-style-type: none"> i. What is the anticipated total amount of FTE contract, vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists needed specifically for DSD and DAP RFP's? ii. In addition, can the district please provide the total amount of FTE contract, vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists utilized during the 2017-18 SY? iii. In addition, can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied PT, OT, SLP, Behavior Analysts and School Psychologists utilized during the 2017-18 SY? 	<ul style="list-style-type: none"> 1. Not related to this RFP. 2. approximately 20 3. The level of information requested is not readily available at this time. For additional information please refer to answer 1.
<p>10. Text of passage being questioned: "The Christina School District may include in the final contract penalty provisions for non-performance, such as liquidated damages."</p> <ul style="list-style-type: none"> i. Can the district please describe in detail the parameters around this section? ii. Liquidated Damages- Can the district please describe if this is subject to negotiation? 	<p>No decision has been made at this time regarding liquidated damages. Any language associated with liquidated damages will be negotiated at the final contract award.</p>
<p>11. Can the district please clarify if contractor is required to provide Certificate of Insurance (COI) at the time of proposal submission or only if awarded?</p>	<p>If the COI is not provided then proof of eligibility must be provided.</p>
<p>12. Can the district please clarify if Christina School District is to be named as additional insured at the time of proposal, or only upon award?</p>	<p>Yes, at the time of award.</p>

Questions & Answers

<p>13. What would be the projected <u>or</u> average weekly hours of service for the Speech Language Pathologist (SLP), Occupational Therapist (OT), Physical Therapist (PT), Behavior Analyst (BCBA) and School Psychologist (SSP)? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.</p>	<p>37.5 hours per week</p>
<p>14. What would be the average student caseload and number of schools served by the SLP, OT, PT, BCBA and SSP?</p>	<p>This will depend on the individual hours of service indicated on each student's IEP.</p>
<p>15. How many working days will the SLP, OT, PT, BCBA and SSP work during the school year (For Example: 180 days or less)?</p>	<p>194 for the Wilmington City Schools and 180 for the non-city schools.</p>
<p>16. If the proposal response should be submitted in separate sealed envelopes, is it acceptable for the vendor to submit the separate sealed envelopes in the same package OR do you prefer the separate submittals not packaged together?</p>	<p>It can be in the same package as long as each submission is clearly marked with RFP number.</p>
<p>17. 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>We do not pay mileage. Your hourly rate must be all inclusive.</p>