



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 1

Occupational Therapy Services – Leach School – RFP #4-18-04

COLONIAL SCHOOL DISTRICT

Date of Addendum: August 31, 2017

OPENING DATE: **September 7, 2017 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to answer the following submitted questions:

1. Why is the district utilizing a solicitation for the services requested in this bid?

In order to be in accordance in State of Delaware Code/Law

2. When will the answers to these questions be uploaded to the website for review?

As soon as possible

3. Can the district please clarify if it will award this contract(s) based on its evaluation criteria for this solicitation, or will it follow Section 8 AWARDING OF BIDS, and award this to the lowest qualified bidder?

Awards will be based off of the listed Criteria for Award

4. Can the district please clarify how needs for contractors will be disseminated to vendors post award?

It will be discussed and agreed upon between the awarded vendor(s) and the District

5. Can the district please explain how points will be awarded for the cost section of this solicitation?

Lowest cost = highest score for the cost criteria area

6. Would the district accept an all-inclusive hourly rate to satisfy the “Cost” section of the evaluation criteria?

The hourly rate should include all costs associated with the services

7. How many vendors does the district expect to award a contract to for the services requested in this solicitation?

As many that will be needed to fulfill the needs of the District

8. What is the expected amount of Full Time Equivalent (FTE) OT’s needed for this contract?

Unknown at this time



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9. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

New contract, information not available

10. Can the district please provide the total amount of FTE contract OT's utilized during the 2016-17 SY?

New contract, information not available

11. Can the district please describe the supplies and materials that contracted therapists will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?

Contractors will have access to all supplies and materials needed

12. Can the district please clarify the maximum weekly allowable hours approved for contracted FTE's?

As needed

13. What is the caseload for these providers?

As needed and specified in the RFP

14. What travel between schools is expected for these providers?

N/A – services will be provided at one location

15. While it is understood that the specific student caseload and hours of therapy may vary, is there an idea of the number of Occupational Therapists needed and would these occupational therapists be needed full-time or part-time?

Unknown at this time & will vary depending on needs

16. Is the school looking to contract with multiple vendors or a single vendor?

As many that will be needed to fulfill the requirements of the District.

17. Are you currently working with any agencies providing OT services to your District?

No

18. Who are your current vendors and what prices do they charge for OT?

N/A

19. Have these vendors been able to meet all of your OT needs?

N/A

20. How many OT's (FTE) did each vendor provide to your District for the previous 2016-2017 school year for?

N/A

21. How many OT's (FTE) do you anticipate needing for the 2017-2018 school year?

As many needed to fulfill the needs of the school

22. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?

8 hours



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23. How many work days are they assigned for the school year?

As needed

24. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Yes

25. Will assigned therapists have access to computers/ laptops and printers provided by your schools?

Yes

26. Do you intend to award to multiple vendors, if so how many?

As many needed to fulfill the needs of the school

27. Page 21, Non-Performance. Do you require vendors to guarantee the provision of therapy services or is it understood that we will begin recruiting on a best efforts basis?

We would like the position to be guaranteed but understand it will be the vendor's best efforts due to the short timeframe.

28. Page 20. What is considered "explicit training" Is coursework in graduate school acceptable?

Yes

29. Does the therapist have to have 10 years of experience in providing pediatric services or the contracting company?

We are looking for an experienced therapist to work with a very complex student population; as such, we are looking for therapist that has at least 10 years of experience