



**Data Service Center**

168 S. Dupont Highway  
New Castle, DE 19720  
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**CENTRAL BIDDING DEPARTMENT**

**ADDENDUM No. 2**

Speech/Language Therapy Services – RFP #4-15-59 - Colonial School District

Date of Addendum: June 8, 2015

OPENING DATE: **June 24, 2015 at 1:30 PM**

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

**To answer the following submitted questions:**

**1. Is a Bid Bond required in order to submit a proposal?**

No.

**2. If the hours are on As Needed Basis or Part-Time, can you please let me know the amount of weekly hours that the SLP worked during the 2014-15 academic year? I am aware that the hours might not be the same for the 2015-16 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for the Colonial School District?**

2 Full time therapists (35 hours a week). Hours will be the typical school day as listed on the District website [www.colonial.k12.de.us](http://www.colonial.k12.de.us)

**3. How many working days will the SLP work during the school year? (Ex: 180 days, etc.)?**

2 Full time therapists (35 hours a week). Hours will be the typical school day as listed on the District website [www.colonial.k12.de.us](http://www.colonial.k12.de.us)

**4. What is the anticipated award date?**

Within 90 days of opening but most likely on July 15<sup>th</sup>.

**5. How many of OT, PT or SLP's do you foresee needing for the 2015-16 school year?**

2 Full time therapists (35 hours a week)



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**6. Do you provide the diagnostic equipment, tests, scoring sheets, materials and computers/laptops to be used to provide the therapy services? If so, can you please list what kind of equipment and materials will be provided (For Example: computers, internet access, instructional materials, office supplies, fax/copy machine, etc...)?**

Yes, they will have access to computers, internet & fax (listed in addendum #1).

**7. Does the district intend to award multiple vendors?**

They have the option to award to multiple vendors if it is in their best interests and meets the needs of the District.

**8. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?**

No, that must be incorporated into your hourly rate (as listed in the RFP documents)

**9. What caseload will the SLP provide services for? (i.e. what are the grade levels of the students who will be served?)**

Ages 3-21

**10. In the event that the Colonial School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 days out termination written notice?**

Yes

**11. Can you please let me know if our insurance policy meet your District Requirements?**

<b>General Liability</b>	<b>In Force</b>	<b>Requested</b>	<b>Notes</b>
<b>Per Occurrence</b>	<b>\$1,000,000</b>		
<b>Fire Damage</b>	<b>\$100,000</b>		
<b>Medical Expenses</b>	<b>\$10,000</b>		
<b>Personal &amp; Advertising Injury</b>	<b>\$1,000,000</b>		
<b>General Aggregate</b>	<b>\$3,000,000</b>		
<b>Products/Completed Ops</b>	<b>\$3,000,000</b>		
<b>Business Auto/Hired &amp; Non-Owned</b>	<b>\$1,000,000</b>		



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<b>Workers Compensation</b>	<b>\$1M/\$1M/\$1M</b>		
<b>E&amp;O /Professional Liability</b>	<b>\$1M/\$3M</b>		
<b>Abusive Acts</b>	<b>\$3M/\$3M</b>		
<b>Umbrella</b>	<b>\$1,000,000</b>		

Yes

**12. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?**

Refer to addendum #1

**13. We are located in the state of Florida and we do not have an office in the state of DE. Is your preference for a company to have an office in the state DE?**

Out of state vendors can bid. They must be licensed to conduct work in the State of Delaware.

**14. Would you consider certified therapy assistants, CFY or SLPA?**

We will consider SLPA.

**15. What would be the payment terms of the Colonial School District (Net 30)?**

Yes, Net 30.

**16. How many Schools will each SLP be responsible for providing services to?**

Could be multiple schools depending on needs.

**17. Will the SLP provide services in the classroom or will the students be pulled out? If there is a mix what is the percentage or ratio of in classroom services verses students being removed from the class?**

The majority of the services are "push-in/consult" whenever possible. Students are pulled for "articulation therapy" or an intervention that would be disruptive to the class. The percentage of push-in/pull-out varies by assignment. Across the district, the average is probably 50/50.