



Data Service Center

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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

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

4. What is the anticipated award date?

Within 90 days of opening but most likely on July 15th.

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?

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



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| | | | |
|--|-----------------------|--|--|
| Workers Compensation | \$1M/\$1M/\$1M | | |
| E&O /Professional Liability | \$1M/\$3M | | |
| Abusive Acts | \$3M/\$3M | | |
| Umbrella | \$1,000,000 | | |

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.