

Capital School District
RFP 1610 – Speech, OT, and PT
Questions and Answers

- Q1) Will Capital School District (CSD) conduct interviews prior to the proposal due date?**
A1) No. CSD will interview after all the proposals have been received.
- Q2) If we are evaluated on the interviews, but the interviews happen AFTER the proposal is received, is it based then on us writing an outline of how the interview process should go?**
A2) CSD will not be able to evaluate any portion of the proposal until it is received. Once CSD receives the proposals CSD can begin to evaluate the resumes, price, and references. Then CSD will schedule the interviews and evaluate the interviews. Once CSD has evaluated everything, CSD will total up the scores.
- Q3) Are you interested in reviewing resumes and interviewing candidates before June 10th, as we talk to them?**
A3) No. We will evaluate the submitted candidates with the 6/10 submittals.
- Q4) Can you please provide the current incumbent vendors providing Occupational, Physical, and Speech Therapy Services?**
A4) We will not be providing that information.
- Q5) Can you please provide the current incumbent hourly bill rates for Occupational, Physical, and Speech Therapy Services?**
A5) We will not be providing that information.
- Q6) What was the total annual expenditure of the current contract for the 2014-2015 and YTD 2015-2016 School Years?**
A6) We will not be providing that information.
- Q7) Section IV, Paragraph C, Page 11 Criteria Weight: Will Capital School District be doing live interviews with the candidates prior to the bid award?**
A7) Yes, we will do live interviews as part of the scoring criteria to determine the successful candidates.
- Q8) Do you have a preference for the paper copies? Is it 1 original and 1 copy? Do you prefer proposals to be bound and tabbed? Can paper copies be stapled or do you prefer binder clip?**
A8) Paper copies are fine. One original and one copy is fine. No, proposals do not have to be bound and tabbed, but need to be at least stapled. No binder clips please.
- Q9) Who are the incumbent vendors proving SLP, OT, AND PT SERVICES?**
A9) We will not be providing that information.
- Q10) What are the incumbent vendor hourly rates for each service (slp, ot , pt)?**
A10) We will not be providing that information.

Q11) Are the incumbent vendors meeting your needs?

A11) We will not be providing that information.

Q12) How long have the incumbent vendors been providing service?

A12) We will not be providing that information.

Q13) Is mileage between school sites billable?

A13) No.

Q14) Is there some way to view the previous bid results (awarded Vendor(s), rates)?

A14) We will not be providing that information.

Q15) Will therapists have access to internet capabilities/computers at Capital School District?

A15) Internet Access will be available, but they should supply their own computers.

Q16) Are orientation sessions/teacher in service days billable?

A16) No.

Q17) On p. 31 and 32 in regards to the SLP and OT – It states these two position would work 37.5 hours per week (Not to exceed 7.5 hours per day). It this based on utilization/billable hours or will these two positions be paid 37.5 hours per week even if they do not provide 37.5 hours of direct therapy?

A17) Based on how many hours worked, which could vary over holidays.

Q18) On p. 33 in regards to the PT – It states this position would work 20 hours per week. Is the 20 hours per week guaranteed or will the PT have less and/or more hours at any given time? What are the work hours of the PT? Is it standard or are they flexible?

A18) 20 hours would be the standard per week, but it could fluctuate based on holidays, in-service days, etc. There is some flexibility in the work hours.

Q19) It states, “Resume’ of the individual providing the service must be included in the proposal to be accepted as a valid bid. If confidentiality is desired, the name of the individual may be removed from the resume until verification of the low bidder.” Since this is a new contract, it would not be possible to have the individual providing the therapy services hired. Is it acceptable to provide a sample resume of a currently employed staff to give Capitol SD an idea of the education/experience of therapy staff we currently employ?

A19) No. We will need the actual resume of the therapist proposed to work at Capital School District.