



Data Service Center

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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 1

Occupational, Physical & Speech/Language Therapy Services – Various Schools – RFP #5-18-11 **CAPITAL & LAKE FOREST SCHOOL DISTRICTS**

Date of Addendum: May 3, 2018

OPENING DATE: **May 9, 2018 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. Are they open to a submission from a telepractice vendor?

The Capital School District would be interested in teletherapy for Speech/Language Therapy and possibly OT. The Lake Forest School District is not interested.

2. Do they contract for onsite speech services and what are the current contract rates?

This is a new contract.

3. May we ask what is the budget/spend for this RFP? May we also get a copy of the previous year's contract?

Needs are unknown at this time. This is the first time services have been placed out to bid.

4. Will Capital & Lake Forest School Districts consider contracting teletherapy services for this proposal?

The Capital School District would be interested in teletherapy for Speech/Language Therapy and possibly OT. The Lake Forest School District is not interested.

5. I see the proposal form attached to the RFP. Is that the only form you require to bid on this RFP? If not, what other documents will I have to submit? Is there a bid/proposal template that needs to be followed?

The proposal form is the only required "form" in the RFP. You must be prepared to include an hourly rate, evidence of therapist requirements/scope of work & information for all items under criteria for award (as well as any other company information to inform the District's of your companies' ability to service this contract).

Vendors are allowed to use any template of their choice.



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6. Can you clarify what Districts we should be referencing throughout our response?

This RFP is for the Capital & Lake Forest School Districts.

7. Would you like us to include school psychologists in our response?

School Psychologists are not part of this RFP.

8. Why are the districts utilizing a solicitation for the services requested in this bid?

Needs have increased putting the district's over the formal bidding threshold amounts.

9. When is the contract award date?

Within 90 days of the award

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

In terms of a communication plan for needs that may arise post award, our Special Ed Coordinator will reach out to the vendor(s) selected to determine what candidates are available and from there contact is made with available candidate(s) and references to make certain the individual is a good fit for the district. Phone and/or in-person interviews will be conducted with the candidate(s) as well.

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

N/A - new contract

12. Can the districts please provide the total amount of FTE contract SLP, OT, and PT's utilized during the 2016-17 SY?

Lake Forest School District - 2 SLPs, 1 COTA, 2 PTs and 1 OT
Capital School District – 3 OT

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

The individuals will be provided a district e-mail and laptop. The individuals will have access to a printer and certain office supplies will be provided within reason.

14. Can the districts please describe any materials that Vendor will be expected to provide?

Anything necessary to fulfill the responsibilities of the contract not listed or provided for in the question above.



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

30 – 37.5 hours per week, depending upon location.

16. What is the average student caseload for these providers?

This is heavily dependent upon the population we serve in a given year, as well as the location assigned. Variances occur from year to year.

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

In district travel is confined to 10 miles one-way; however, on certain occasions for certain programs, some additional travel may be required.

18. Can you provide more information about the bilingual needs. Any particular languages?

Spanish. French, Creole and Turkish

19. We are interested in responding to the bid you have open for Therapy Services. I was reading through the bid documents and it talks about a bid deposit, does that apply to us?

No, bid deposits are waived for this project.