



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE: September 24, 2013

HSS 13 052

EARLY INTERVENTION SPEECH LANGUAGE PATHOLOGY SERVICES

FOR

DIVISION OF PUBLIC HEALTH

Date Due: October 29, 2013
 11:00AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

Responses to questions discussed at the pre-bid meeting on September
24, 2013 are attached.

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Early Intervention Speech Language Pathology Services
Questions & Answers
RFP: HSS 13 052
September 24, 2013

DHSS Herman M. Holloway Sr. Campus, Procurement Branch, Main
Administration Building, First Floor Conference Room #198, 1901 N DuPont
Hwy, New Castle, DE 19720

1. Is this contract for evaluations only or is it also for ongoing therapy services?

Answer: This contract is for evaluations and case management of medically fragile children. Ongoing therapy services will not be provided

2. What is the estimated volume of evaluations and/or cases?

Answer: This provider will be expected to manage a caseload of 35 clients.

3. How many children does the State service? How many children are receiving speech therapy?

Answer: Currently Child Development Watch South has 519 cases. A majority are receiving some form of speech therapy.

4. How many referrals would we expect to receive for speech services?

Answer: The selected Speech Language Pathologist will assist in developmental assessments/evaluations. Child Development Watch South conducts clinics four days a week. The actual number of referrals will vary.

5. Does the State have their own personnel that provide services or does the State rely only on agencies and contractors?

Answer: Child Development Watch South has State employees; however, we also contract with individual service providers as well private agencies for ongoing therapies.

6. How many agencies/vendors are currently providing services for the State? Do you intend to renew their contracts?

Answer: Currently Child Development Watch South contracts with 4 vendors. The renewal of their contracts will depend on the outcome of the required Request for Proposal/Bid processes.

7. What is the typical duration and frequency of services?

Answer: Child Development Watch South is seeking a Speech Language Pathologist that will conduct assessments/evaluations and case manage up to 35 clients. On-going speech therapies will not be provided.

8. What are the typical documentation process/requirements?

Answer: Written reports will be required within 5 business days of the evaluation/assessment.

9. What is your policy for No-Shows? Can the vendor bill if the parent/caregiver is not present for the scheduled appointment?

Answer: The Speech Language Pathologist will work as a member of the Child Development Watch South multi-disciplinary team. The team will conduct four clinics per week between the hours of 8:00 A.M. and 4:30 P.M. Client no-shows will not impact the billing process as the provider will be able to use that allotted time to perform other duties such as team meetings and report writing.

10. Are indirect services (travel, documentation, planning, IFSP meetings) billable?

Answer: Travel time is not billable. Billable time is considered hours in which services are being provided.

11. When services are provided at family's home – do they follow the same CDW hours?

Answer: Child Development Watch South agency makes every effort to operate only during the hours of 8:00 AM to 4:30 PM from Monday through Friday; however, there may be isolated cases in which families may require some flexibility and evening hours may be necessary. These situations are very rare.

12. Are there any additional State or EI certifications required for therapists to provide service?

Answer: No

13. Will the State accept a Clinical Fellow in Speech Language Pathology or SLP Assistants?

Answer: Child Development Watch South requires a licensed Speech Language Pathologist to perform PLS-5 assessments/evaluations.

14. Are resumes required with our proposal submission, or can they be provided at the time of award?

Answer: If you have a viable candidate, then please submit their resume at the time of proposal submission.

15. Has the State experienced an increase or decrease in population served within the last 2 years?

Answer: Child Development Watch South has experienced an Increase in the last two years.

16. Does the State expect a growth or reduction in population served within the next 5 years?

Answer: Child Development Watch South expects a growth in population served in the next five years.

17. How many contracted hours of speech services were utilized last fiscal year?

Answer: Approximately 1,700 hours.

18. This RFP is only for Speech Services. Is there an option to add other disciplines later on? If so, what will be that process?

Answer: The State of Delaware requires a Request for Proposal process for all contracts greater than \$49,999. Child Development Watch South relies on federal funds to pay for all contracted services and we were recently allotted federal funds to create new contracts for four service providers. At this time, we do not foresee an opportunity for our staff to grow in the near future.

19. What percentage of the services will be bilingual?

Answer: Approximately 33% of our population is non-English speaking.

20. Is this a full-time position?

Answer: Yes it is 37.5 hours per week.

21. Are you looking for a single service provider to incorporate into the team?

Answer: Yes, only one person will be selected.

22. Will the caseload be split between the current SLP and the new SLP?

Answer: Yes

23. Are you asking for the first year budget when submitting the proposal?

Answer: Yes

24. Will you be considering the annual budget for the RFP consideration?

Answer: Yes

25. How will vacations and holidays be considered?

Answer: Child Development Watch South will ask for vacation hours at the time of the contract negotiation so the hours can be calculated accordingly. Vacation hours are not billable nor are holidays. The State of Delaware holiday schedule will be followed.

26. Is this position strictly evaluations and not therapies?

Answer: Yes.

27. What are the hours?

Answer: Monday through Friday from 8:00 AM to 4:30 PM

28. Do you have therapists there that can serve as a Speech Language Pathologist?

Answer: We currently have one Speech Language Pathologist on our staff.

29. Will standard report formats be provided?

Answer: Yes and training will be provided.

30. Will training also be provided to administrators of the organization or just for the service provider?

Answer: Training will be provided at the request of the organization's administrators.

31. Within how many business days will the reports need to be submitted?

Answer: Five

32. Are flat rates for the evaluations acceptable?

Answer: We operate on an hourly billing method.

33. Is there a time restriction for the evaluations to be performed within?

Answer: No; however, our evaluations are normally completed within forty-five minutes to an hour by our current Speech Language Pathologist since we are working with children between birth and three years of age.

34. When will your decision be made?

Answer: November 11, 2013

35. Do you expect service providers to be hired by the bidding agency at the time of bid submission?

Answer: No.

36. Will more than one agency be awarded the contract?

Answer: No, just one agency will be selected.

37. Can you share any issues that you have had with agencies that you would not want to see again?

Answer: Things have run pretty smoothly for Child Development Watch South and we have not experienced any major issues with contractors/vendors.