



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 11, 2014

HSS 14 006  
Physical Therapy Program Services  
FOR  
DIVISION SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: February 26, 2014  
11:00AM

ADDENDUM # 1

Please Note:

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

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HSS-14-006  
PHYSICAL THERAPY SERVICES  
QUESTIONS & ANSWERS

1. Does the state anticipate the work volume to be at such a level that one Full-Time Physical Therapist can provide services (35-40 hours a week)?

**No. The expectation is that there will be less than 30 hours per week needed, for PT services, although that could change, based upon specific needs of clients at DPC.**

2. Will the Therapist be able to schedule time off, in advance and with supervisor approval? The maximum, for the purpose of our proposal, will be 80 hours a year.

**The Therapist will be able to schedule time off, as there will not be a set work schedule, due to the fee for service model of this RFP and the expectation that OT services will be utilized on an as needed basis.**

**It would be beneficial if there was the possibility of alternative coverage of OT services, if the Therapist did schedule time off.**

3. How many patients reside at Delaware Psychiatric Center? Of this population, on average, how many require the services of a physical therapist?

**There are approximately 120 clients at DPC at any one time. On average, between 20 and 30 clients have required PT services at any one time.**

4. Under B. Project Goals/Overview, please provide a breakdown of: PT Aides, PT Assistants, non-PT staff. Are all of these employees of the state or contractors as well?

**There are no State employees who work in the area of PT, at DPC.**

**The current contractor utilizes a PT and a PT assistant to provide services to clients at DPC.**

5. Does the Delaware Psychiatric Center have rehabilitation facilities and equipment on site and provide other necessary office equipment for the therapist?

**DPC does provide office space and office equipment for the therapist.**

**There is PT equipment owned by DPC, including a hydrocollator machine, and ultra sound machine, a TENS unit, parallel bars, stairs, paraffin wax unit, 2 beds and a mat table bed, walkers, canes, crutches, exercise weights, exercise balls, 3 floor bicycles, cold packs, wall pulleys and hot pack covers.**

6. Can the Monthly Usage Report and a time sheet be sufficient for meeting the requirements listed in section IV. Funding and Payment Methodology part A?

**The documentation necessary will identify specific services provided, the amount of time spent providing those services, and the name of the DPC client to whom the services were provided. The monthly usage report is a separate requirement that is submitted to a non-DPC agency.**

7. Is this request for proposals requesting Physical Therapy services or a Director of Physical Therapy?

**This RFP is requesting PT services, not a Director of PT.**

8. What is the total value of the contract?

**This is a fee-for-service contract, so the total value will be determined by the amount of services requested by the DPC treatment teams.**

9. Do we need to submit a letter of intent to bid?

**A brief letter of interest must be included in the RFP response as per instructions on page 3. All interested parties must submit their proposal in accordance with the location date and time specified with the RFP to be considered.**

10. Please provide previous bill rates and pay rates for comparison

**The previous cost reimbursement contract was based on an agency placing full time staff at DPC and is not relevant to this RFP as we are requesting specific fee for service rates to be billed for services obtained via the awarded contract.**

11. Please provide a list of vendors/contractors who were previously awarded the contract.

**Cumberland Therapy Services**

12. Is there an outside agency currently providing these services?

**Yes, see above.**

13. How many hours of PT service were used in the past 12 months?

**Providers of PT services were onsite for approximately 1500 hours but actual services rendered was less than 1500 hours.**

14. How many hours of PT service are anticipated in 2014?

**Given the decreased census at DPC, it is anticipated that fewer than 1000 hours of PT services will be needed in 2014.**

15. Will all PT services be rendered onsite at DPC?

**It is expected that PT services will be rendered onsite at DPC.**

16. Is DSAMH anticipating that a physical therapist or therapists be hired full time to perform the services under this RFP or is it anticipated that services be rendered on an “as needed” or prn basis?

**It is not expected that the PT will be hired full time. PT services are expected to be rendered on an as needed basis.**