



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: February 5, 2014

HSS 14 007  
Occupational 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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STATE OF DELAWARE

HSS-14-007  
OCCUPATIONAL THERAPY SERVICES  
Questions & Answers

1. Does the state anticipate the work volume to be at such a level that one Full-Time Occupational 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 OT 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 an occupational therapist?

**There are approximately 120 clients at DPC at any one time. The number of clients receiving OT services can vary significantly, as well as the amount of services received by the clients.**

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

**There are two OT Aides and two OT Assistants, who are all State employees, who will work with the contract OT.**

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

**There is space at DPC dedicated for use by OT, including office space.**

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 submitted to a non-DPC agency.**

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

**Yes.**

8. How many hours of OT service were used in the past 12 months?

**Approximately 1000 hours of OT services were used in the past 12 months.**

9. How many hours of OT service are anticipated in 2014?

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

10. Will all OT services be rendered onsite at DPC?

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

11. Is DSAMH anticipating that an occupational 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 OT will be hired full time. OT services are expected to be rendered on an as needed basis.**