

August 8, 2019

TO: ALL OFFERRS

FROM: Michelle Allman
Director of Special Education, Laurel School District

SUBJECT: ADDENDUM TO INVITATION TO BID - CONTRACT NO. LSD190001-
RELATEDSRVS Related Services- Occupational Therapist, Physical Therapist,
and/or Speech-Language Pathologist

ADDENDUM #1

Questions and Answers:

1. What is the anticipated date of award? **Please refer to page 4 and page 39 (within 90 days of bid opening)**
2. How will contractors be notified of award? **Via email**
3. What is the duration of the contract? **Please refer to page 4 (1 year)**
4. Who are the vendors currently providing services by specialty? Private contractors: **Kellie Huering- SLP, Nicole Wagner- SLP, Blazerworks, Central Delaware Speech Language Pathology (CDSPL), Camilla Harrod- OT**
5. What are the hourly rates of vendors by specialty? **Rates range from \$68-\$80 per hour**
6. What is the anticipated # of full-time positions this contract seeks to fill? **1 SLP 37.5 hrs/wk; 2 SPLs & 1 OT 20-30 hrs/wk (7.5 hours per day)**
7. Are testing materials and computers/laptops provided by school or contractor? **Yes**
8. Are resumes of potential therapist candidates required with bid submission? **No**
9. Where are we to submit pricing? Is there a separate form? Should pricing be submitted under separate cover? **Please see paragraph 15 on page 21**
10. Do you have a preference for binding the bids? (stapled, binder w/ tabs, binder clip, etc)? **No preference**
11. Will the District consider teletherapy? **Yes**
12. Would you consider certified therapy assistants such as COTA, PTA, SLPA, or CFY? **No**
13. What would be the average student caseload and number of schools served by the OT, PT, and SLP? **It varies by school and age. Case loads range from 25-60 students**

14. How many working days will the OT, PT, and SLP work during the school year (For Example: 180 days or less)? **There are 188 teacher calendar days and 174 student calendar days. Some therapists will need to provide services during the summer (20 days).**
15. To confirm, per pg. 9, Do you require the vendor to only submit one (1) original "Master copy" proposal and two (2) copies **OR** do you require the vendor to submit one (1) original "Master copy" proposal and one (1) copy of the proposal? **Just 2 copies: one will be Master copy with original signatures.**
16. Are you requiring vendors to submit a proposal response for all service categories **OR** can the vendor only submit categories of services that they will provide? **Just categories they are interested in providing**
17. If the proposal response should be submitted in separate sealed envelopes, is it acceptable for the vendor to submit the separate sealed envelopes in the same package **OR** do you prefer the separate submittals not packaged together? **In same package is preferred**
18. Are resumes required at the time of proposal submission **or** only upon award? **No**
19. Do you require vendors to guarantee the provision of therapy services, **or** is it understood that vendors will begin recruiting on a best efforts' basis upon contract award? **Guarantee the provision of therapy services**
20. To complete the provision of therapy services, are testing/evaluation materials provided by Laurel School District **OR** the Vendor? **The Laurel School District**
21. Will your school provide laptops/computers **and/or** an **email account** to the contracted providers during their assignment? **Yes to both**
22. Who will be the representative from Laurel School District to determine which materials/equipment are required for the therapy services? **The Director of Special Education, Michelle Allman**
23. Will the therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Laurel School District? **Yes to all**
24. To confirm, per pg. 20, Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate? **No mileage reimbursed. Schools are only 1-2 miles apart from one another.**
25. To clarify, will Laurel School District consider an all-inclusive hourly price rate range depending on the candidates' level of experience **OR** does the district only want a fixed flat hourly rate for service? **Hourly price range is acceptable**
26. How many schools are typically on a therapist's caseload? **Typically, therapists have only one school, with multiple grade levels. It depends on the need and the case load.**
27. Are IEP meetings billable? **yes**
28. Are orientation sessions, professional development and other district-sponsored meetings billable? **yes**
29. Are we allowed to bill for paperwork and documentation? **yes**
30. Are we allowed to bill for mileage and travel between school sites? **no**
31. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing) **7.5 hours in a typical school day**
32. Is the district open to contracting for part-time therapists? **yes**

33. Who is responsible for purchasing assessment equipment and supplies in order to provide services? **To be determined on a case by case basis**
34. Is the district open to a blended therapy model? **yes**
35. What are the district's payment terms? **Net 30**
36. Can a vendor bid on just one position? (i.e., only provide physical therapists) **yes**
37. What is the official due date for the proposal submittal, is it August 13 or August 12? **August 13, 2019**
38. How many vendors do you anticipate selecting to cover the needs referenced in the RFP? **Depends on responses and availability**
39. Who is currently covering the services listed in the RFP?
40. What are the rates paid currently for the services referenced in the RFP? **Current rates range from \$68-\$80**

All other terms and conditions remain the same.

If you have any questions, please contact me at Michelle Allman, Director of Special Education for the Laurel School District, michelle.allman@laurel.k12.de.us.