



Data Service Center

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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 1

Occupational, Physical & Speech/Language Therapy Services – Various Schools – RFP #2-17-28
RED CLAY CONSOLIDATED SCHOOL DISTRICT

Date of Addendum: July 6, 2017

OPENING DATE: **July 19, 2017 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. When quoting an hourly rate should this include travel time or exclude and bill travel separately?

Travel time should be included in hourly rates as it will not be billed/paid separately by the District.

2. Will the District allow use of both Licensed Therapists and Therapy Assistants (i.e. COTA or PTA) or are we required to only use Licensed Therapists?

You can provide quotes for each one but the District would prefer licensed therapists.

3. We would like to bid on all services, however, we are concerned that the short time span between acceptance of a bid and start of the contract may not allow time to find and hire specialty staff , (i.e SLPs who are bilingual or certified for assistive technology evals). Would we be allowed to start with PT, OT and 2 general SLP's and hire Specialty SLPs as soon as possible? This may be a moot point if we could find specialty SLP's quickly but we wanted to see if this would be acceptable to the District if the need arose.

Please just indicate any exceptions in your bid response.

4. What is the anticipated date of award and how will vendors be notified?

ASAP – most likely on August 16th at the District's August board meeting. All vendors will receive a letter in the mail

5. Who are the current vendors and what are their current hourly rates?

**(1) Therapy Services of Delaware (OT, PT & Assistive Technology) = \$66.50/hour for therapists;
\$51.75/hour for assistants**

(2) The Speech Clinic (SLP, Bilingual SLP & Assistive Technology) = \$72.00/hour for SLP; \$86.00/hour for Bilingual SLP & Assistive Technology



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6. Do you have a preference for binding the bids? Binder, stapled, binder clip, etc?

Binder clip would be my preference – please no binding, binders or staples.

7. To clarify- submit four (4) copies of the proposal. Shall we submit one (1) original and three (3) copies?

Yes, one (1) original and three (3) copies please.

8. Who is the current vendor(s) providing the services?

Therapy Services of Delaware
The Speech Clinic

9. Are you satisfied with the current vendor(s)?

Yes

10. How many positions are filled?

All of the needed positions have been filled

11. What is the current billing rate for this service?

(1) Therapy Services of Delaware (OT, PT & Assistive Technology) = \$66.50/hour for therapists;
\$51.75/hour for assistants

(2) The Speech Clinic (SLP, Bilingual SLP & Assistive Technology) = \$72.00/hour for SLP; \$86.00/hour for Bilingual SLP & Assistive Technology

12. What is the estimated number of hours per week/year?

Varies depending on needs but please reference the RFP specifications & district calendar at <https://de01903704.schoolwires.net/>

13. What is the anticipated number of positions needed for this service?

Varies depending on needs but please reference the RFP specifications for more

14. Can we submit sample resume representative of the type of candidates we would present or do we need to submit candidate resumes?

We would prefer actual candidate resumes

15. Are on call services needed? If so, when and how often (if applicable)?

No



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16. How many school days will vendor be able to invoice per school year?

The vendor is only able to bill for days worked – please refer to the District calendar above for school days

17. Are professional development days required? If so, are we able to invoice for them? How many professional development days per school year?

If the vendor is providing services on those days they can bill the District.

18. How many billable work hours in a full day for a FTE and how many billable days per year?

Please refer to District Calendar (link above)

19. Is there a pricing sheet?

No

20. In the interest of insuring that we understand your assumptions and needs we would like to know what your expectation are on the makeup of the Assistive Technology team. In our experience this team includes a specially trained OT, PT and Special Education teacher. Is this also your expectation or would you require this team be made up differently?

The team MAY include a specially trained OT, PT, SLP and/or Special Education Teacher.