



Data Service Center

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CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 2

Occupational, Physical & Speech/Language Therapy Services – Richardson Park Learning Center & Early Years Program – RFP #2-17-30

RED CLAY CONSOLIDATED SCHOOL DISTRICT

Date of Addendum: April 19, 2017

OPENING DATE: **April 26, 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. Could you please let me know the projected weekly hours of service for the OT, PT, and SLP?
During normal school hours & any other times specified in the RFP specifications
2. How many OT, PT or SLP's do you foresee needing for the 2017-18 school year?
Will vary depending on needs but more information regarding the students estimated that will need services are listed in the RFP specifications
3. Would you consider certified therapy assistants such as COTA, PTA, CFY or SLPA?
Refer to addendum #1 – The District would prefer certified therapists rather than assistants but vendor's can provide an hourly rate for assistants as well in their proposals.
4. What grades will the OT, PT and SLP provide services for? And what will be the caseload?
Information listed in the RFP specifications &/or on the school websites listed in the specifications.
5. When creating our Certificate of Insurance for each proposal, **what do you want listed as the address for each certificate?** (Example: To Red Clay Consolidated School District, or to each individual school)
Red Clay Consolidated School District
6. Can you clarify the number of original and number of copies for the proposal (Example: 1 Original, 3 Copies **OR** 1 Original, 4 Copies)?
1 Original and 3 Copies
7. On page 20 of the RFP, it states that the Contractor will provide continuing education program to school staff, parents, paraprofessionals, and administrators at each school. **Ardor Health only provides continuing education to our contracted staff. Is this acceptable?**
Please reference this in your proposal



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8. Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Therapy Services provided by Red Clay Consolidated School District or the Vendor?
Provided by the District
9. Will your school provide laptops/computers or an email account to the contracted providers during their assignment?
Contract providers will have computer access
10. Who will be the representative from Red Clay Consolidated School District to determine which materials/equipment are required for the Therapy Services?
Will vary depending on the contract – but most likely will be the principal at the school or the program director
11. Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Red Clay Consolidated School District?
Yes
12. 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
13. When is the anticipated award date?
Within 90 days of opening
14. What would be the payment terms of Red Clay Consolidated School District (Net 30)?
As listed in the RFP, Net 30
15. To pay invoices, does the board meet monthly to release payment for the month? Do you remit payment only once a month? If so, do you have a calendar of the board meeting dates?
Does not go to board for monthly payment
16. If you don't have a board meeting calendar, is there a specific time of the month the board will meet to approve payments?
N/A
17. Will Red Clay Consolidated School District consider a Price Range depending on the candidates' level of experience?
Would like a flat, hourly rate
18. I understand therapists must have a criminal background check and Delaware State Licenses. Are there any additional Required Documents for the Therapists to start working at Red Clay Consolidated School District? For Example: Fingerprint, TB Test, any other specific Immunizations or Certifications.
All requirements are listed in the specifications



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19. If Red Clay Consolidated School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?

Yes

20. 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?

We would like the to have a guarantee

21. Can we incur in any penalties or be liable for any damages for not having OT/PT/SLP available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

Depends on the situation but we would have the option to terminate the contract