



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

CENTRAL BIDDING DEPARTMENT

ADDENDUM No. 2

RFP #2-16-22 – Speech/Language Therapy Services – Meadowood Program – Red Clay Consolidated School District

Date of Addendum: November 18, 2015

OPENING DATE: **November 30, 2015 at 2:00 PM**

To all prospective bidders under the specifications and contract documents described above, this Addendum to RFP is being issued to:

To answer the following submitted questions:

1. How many schools are typically on a therapist's caseload?

It may vary but for this particular RFP it will only be one school, Meadowood.

2. How many working days for therapists each school year?

7.5 hours a day, 5 days a week – Full time

The District's school calendar can be found on their website www.redclay.k12.de.us for observed holidays, etc.

3. In regards to billable hours:

1. Are IEP meetings billable? **Yes, as these most likely would occur during the scheduled school day**
2. Are we allowed to bill for paperwork and documentation? **Yes, as these most likely would occur during the scheduled school day**
3. Are we allowed to bill for mileage and travel between school sites? **Yes if you are traveling to different locations during school hours – travel to and from home are not billable**
4. 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 per day**

4. How many SLPs does the district have on staff?

Approximately 20

5. How many district SLPs are retiring this year?

None that the District is aware of.



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

6. Are therapist resumes required at the time of proposal submission or only upon award?

If you have the therapists' resumes and supporting documents available at submission time we would like them submitted. We would want proof that they would have State of Delaware License in the related field.

7. Is the District interested in SLPs with specialized skill sets? If yes, what specific skill sets?

Meadowood has students with high physical challenges as well as severe Autism. Candidates that would have experience with students with the same characteristics would be a benefit.

8. Is the district interested in bilingual SLPs? If yes, what languages?

Yes they may be interested. The language most commonly needed is Spanish.

9. Is the district open to contracting for part-time therapists?

The District would prefer a full time therapist but would be open to the option of contracting for part-time therapists.

10. Will the district accept therapists currently in their Clinical Fellowship (CF) year and working towards the Certificate of Clinical Competency? If yes, does the district require the vendor to provide clinical supervision?

No

11. Who is responsible for purchasing assessment equipment and supplies in order to provide services?

The District will supply all supplies and equipment needed.

12. According to the RFP specifications pg. 4 and pg. 5, we are required to make a bid deposit, performance and payment bond. However, on pg. 18, it was stated that the Bid Deposit and Performance Bond is hereby waived. I would like to confirm with you whether or not we should submit a check when submitting the proposal response for Speech/Language Therapy Services.

All bonds &/or bid deposits are waived.

13. Do you provide the diagnostic equipment, tests, scoring sheets, materials and computers/laptops to be used to provide the therapy services? If so, can you please list what kind of equipment and materials will be provided (For Example: computers, instructional materials, office supplies, fax/copy machine, etc...)?

The District will provide all materials & equipment needed.



Data Service Center

168 S. Dupont Highway
New Castle, DE 19720
www.dataservice.org

Phone: (302) 504-7200
Fax: (302) 504-7201
Helpdesk: (302) 504-7222

14. Would you consider certified therapy assistants, CFY or SLPA?

No

15. What grades will the SLP provide services for?

Pre K – 12

16. I am aware that the Therapists will need evidence of Criminal Background Check and the State of Delaware License. However, are there any other Required Documents needed for the Therapists to start working at the Red Clay Consolidated School District – Meadowood Program? For Example: Fingerprint, TB Test, any other specific Certifications.

All required documentation is listed in the RFP specifications.

17. According to the RFP Specifications pg. 19, under the Submission Section, it was stated that Vendors have to submit four (4) copies of their proposal. Does that mean one (1) original and three (3) copies for a total of four (4) OR one (1) original and four (4) copies for a total of five (5)?

It would be 4 copies total – one (1) original and three (3) copies

18. We are located in the state of Florida and we do not have an office in the state of DE. Is your preference for a company to have an office in the state DE?

The District is open to companies outside of Delaware but they must have a State of Delaware business license.

19. Since this RFP is due on November 30th and due to the fact that next week will be Thanksgiving Holiday. Can you please let me know which days your office will be open next week?

Our office will be open Monday, November 23rd to Wednesday, November 25th .

20. What is the extent of the “continuing education program to school staff, parents, paraprofessionals, and administrators at each school” that the contractor is to provide as referenced in the RFP? For example, how many times per year, who decides topic(s), who pays for the program, etc.

The District is interested in what opportunities you would be able to provide, have experience providing, etc. You would indicate in your proposal if it would be included in the hourly rate or an extra charge to the District.