

TO: Potential Vendors Submitting Proposals

FROM: Kevin R. Thompson, Director of Student Services

DATE: September 22, 2017

SUBJECT: Addendum #1 to RFP #95-18-01 - Caesar Rodney School District
Occupational Therapy, Physical Therapy, Speech Language Therapy and School
Psychologist Services

Question #1: Is it your preference for a company to have an office in the State of Delaware?

Answer #1: No.

Question #2: Could you please let me know the projected weekly hours of service for the OT, PT, SLP and SSP?

Answer #2: Typically we support 37.5 hours/week.

Question #3: If the hours are on an as need basis or part-time, can you please let me know the number of weekly hours that the OT, PT, SLP and SSP worked during the 2016-17 academic year? I am aware that the hours might not be the same for the 2017-18 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for Caesar Rodney School District.

Answer #3: We typically seek full-time.

Question #4: How many OT's, PT's, SLP's and SSP's do you foresee needing for the 2017-18 school year?

Answer #4: Unknown at this time.

Question #5: Would you consider certified therapy assistants such as COTA, PTA, SLPA or CFY?

Answer #5: Possibly-depending on the need.

Question #6: How many working days will the OT, PT, SLP and SSP work during the school year (for example: 180 days or less)?

Answer #6: Typically 180 days if hired at start of the year.

Question #7: Are there any specific formatting requirements for the final bid submitted? Example: number of copies (please specify how many originals and how many copies), electronic (CD, USB or email) vs. hardcopy, page limit, preferred binding, etc.

Answer #7: Please refer to RFP for these details.

Question #8: Are resumes required at the time of proposal submission or only upon award?

Answer #8: Resumes are only required when we contact the successful vendor(s) with specific needs.

Question #9: 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?

Answer #9: You would only recruit upon receipt of a specific need. This RFP is to secure vendor(s) for all future needs.

Question #10: Can we incur any penalties or be liable for any damages for not having an OT, PT, SLP and SSP available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

Answer #10: See response to Answer #9.

Question #11: Are testing materials/equipment or evaluation materials/equipment to complete the provision of services for therapy services provided by Caesar Rodney School District or the vendor?

Answer #11: Caesar Rodney School District provides assessment materials. Therapists must provide/prepare therapy materials.

Question #12: Who will be the representative from Caesar Rodney School District to determine which materials/equipment are required for the therapy services?

Answer #12: Kevin Thompson, Director of Student Services.

Question #13: Will your school provide laptops/computers or an email account to the contracted providers during their assignment?

Answer #13: Yes.

Question #14: Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Caesar Rodney School District?

Answer #14: Yes.

Question #15: When is the anticipated award date?

Answer #15: October 2017

Question #16: What would be the payment terms of Caesar Rodney School District (net 30)?

Answer #16: Yes.

Question #17: 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 or specific time of month the board meets to approve payments?

Answer #17: Invoices are paid upon receipt and review.

Question #18: Will Caesar Rodney School District consider a Price Range depending on the candidates' level of experience?

Answer #18: Yes.

Question #19: Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

Answer #19: There is no existing RFP nor vendor list.

Question #20: Will teletherapy bids be considered?

Answer #20: We are not seeking teletherapy services at this time.

Question #21: Can we use a range for bill rates or does it have to be a specific dollar amount?

Answer #21: Range is acceptable for varied staff.

Question #22: How many providers will win the RFP?

Answer #22: We plan to award multiple vendors to ensure adequate access to critical staff.

Question #23: Who won the RFP last time?

Answer #23: No current state contract in place.

Question #24: How many years has the current vendor been in place?

Answer #24: N/A

Question #25: Are you happy with current vendor services?

Answer #25: N/A

Question #26: How much was spent in the prior year on these services?

Answer #26: No current state contract in place-however, contractors were utilized and payments were in excess of \$100k for multiple contractors.

Question #27: What improvements in services would you like to see in the next year?

Answer #27: Access to qualified staff.

Question #28: Does the RFP indicate what is billable time? Do we have a clear understanding of what can be billed?

Answer #28: We allow billing for 7.5 hours/day. This does not include meal times or breaks.

Question #29: How will needs be shared with us?

Answer #29: We will require a contact that needs can be sent to.

Question #30: Is there a bargaining agent or union that represents staff?

Answer #30: No. These staff will not be employees of the District.

Question #31: How many positions or therapy hours do you anticipate will need to be filled under this contract for OT, SLP and PT services?

Answer #31: There is no specific need at this time. This RFP is to ensure adequate vendor(s) for future needs. For reference purposes we have a therapy/psychology staff of 50+.

Question #32: What was the typical duration of contracted services in the last school year?

Answer #32: Varies depending on identified time of need.

Question #33: Will the district accept Clinical Fellows under this contract?

Answer #33: No.

Question #34: Does the district provide protocols and assessments for speech and language therapy?

Answer #34: Yes.

Question #35: Why is the district utilizing a solicitation for the services requested in this bid?

Answer #35: To meet anticipated needs. Contracts in excess of \$50k require this solicitation.

Question #36: Can the district please clarify how needs for contractors will be disseminated to vendors post award?

Answer #36: Successful vendors will be notified of needs via email. District will accept/review candidates on first come first served basis.

Question #37: Can the district please explain how points will be awarded for the cost section of this solicitation?

Answer #37: Costs will be compared among all vendors submitting.

Question #38: How many vendors does the district expect to award a contract to for the services requested in this solicitation?

Answer #38: We are seeking adequate vendors to ensure services for all future needs.

Question #39: What is the expected amount of Full Time Equivalent (FTE) SLP, OT, PT and School Psychologists needed for this contract?

Answer #39: There is no current need for the district. This is for all future needs. No vendor will be selected that is not a successful respondent for any future needs. For reference, the district has 50+ therapy and psychology positions.

Question #40: Can the district please describe the supplies and materials that contracted therapists will have access to at the district? (Wifi, computer access, testing material, office supplies, etc.)?

Answer #40: All of the items listed in () are provided.

Question #41: Can the district please clarify the maximum weekly allowable hours approved for contracted FTE's?

Answer #41: 37.5 hours/week exclusive of meals and breaks.

Question #42: What travel between schools is expected for these providers?

Answer #42: Travel during the work day will not occur.

Question #43: Can the district please clarify what is expected when it states, "Ability to provide continuing education for staff, teachers, school administrators and parents?"

Answer #43: Therapists are expected to support these stakeholders in working with students.

Question #44: Of the 50+ therapy and psychology positions in the district, how many were filled by vendor contractors during the 2016-17 school year?

Answer #44: 6

Question #45: Of the 50+ therapy and psychology positions in the district, how many were filled by vendor contractors during the 2017-18 school year?

Answer #45: 6

Question #46: Will these six (6) vendor filled contractors be used through the awardees of this contract for the 2017-18 school year? 2018-19 school year?

Answer #46: RFP award will be utilized for all future contracts as per Delaware guidelines.

Question #47: Are current vendors able to fully meet the needs of the district?

Answer #47: We are conducting the RFP to secure multiple vendors for anticipated needs.

Question #48: Are candidate resumes and evidence of licensure required at time of proposal submission? Or following notification of award?

Answer #48: Candidates are not required as part of the RFP. We will notify successful vendor(s) when needs arise throughout the contract period.

Question #49: Would the district prefer options for flat-rate evaluations?

Answer #49: No.

All other terms and conditions remain the same. If you have any questions please contact Kevin R. Thompson at kevin.thompson@cr.k12.de.us.