



Together, Educating Every Student for Excellence

DATE: March 18, 2026

TO: All Offerors

FROM: Trenda Broadnax
Procurement Specialist

SUBJECT: ADDENDUM TO RFP - CONTRACT NO. CHR26005
SPEECH LANGUAGE PATHOLOGY SERVICES

ADDENDUM #1 Questions & Answers

	Questions	Answers
1	How many Speech Language Pathology Service providers are needed for the 26-27 school year (SY)? How many did you use in the 25-26 SY?	35 33
2	Does the District currently contract for these services?	Yes
3	What are the current vendor rates for each service?	\$75.55 - \$100 per hour
4	Will more than one vendor be awarded?	Yes, this will be a multiple awarded contract.
5	Can we offer Rate Ranges for each modality?	We require a single fixed rate for every certification.

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6	Who will our contact be for staffing needs?	Jill Casey, Supervisor of Special Education
7	Do we need to complete the State of Delaware Supplier Vendor registration prior to submitting the proposal?	No, however, all vendor(s) are required to complete a W-9 Form by visiting the Division of Accounting's website: https://esupplier.erp.delaware.gov
8	Could you provide a list of previous vendors and the hourly rates paid for each discipline involved in the contract?	Delaware Speech & Language Services, Pediatric Therapeutic Services (PTS) dba Kelly Services, AMN Healthcare, The Stepping Stones Group, The Speech Clinic, Sociability, EDU Healthcare, Focused Staffing Group (FSG), Soliant, Wall to Wall Speech Therapy, Therapy Travelers dba Epic Special Education Staffing, and Maxim Healthcare dba Amergis Healthcare Staffing. \$75.55 - \$100 per hour
9	Who is the designated individual coordinating the services for the various disciplines within the district, and could you share their contact information?	Jill Casey, Supervisor of Special Education jill.casey@christina.k12.de.us
10	How many hours constitute a school day for the purposes of this contract?	7.5
11	How many school days are scheduled per year?	188 Staff days
12	Are vendors permitted to bid on special education disciplines not explicitly listed in the RFP?	No
13	What is the anticipated award date for this RFP?	June 30, 2026

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14	Is the district open to the use of tele-therapy for service delivery?	Only if absolutely necessary
15	Does the district require resumes to be included as part of the bid submission?	No, however, all individual resumes will need to be reviewed and approved by the Department's Supervisor/Manager before he/she can provide services.
16	When awarded the solicitation to provide services, who would be the contact within the district to inquire about open SLP roles?	Jill Casey
17	How many Hours in a day are billable?	7.5
18	Is there a rate cap for the SLP services? If so, could the district please share the applicable rate?	No
19	What is the anticipated number of SLP openings?	35
20	Can the district please provide the total amount of vendor-supplied SLPs provided to the district?	35
21	Who are the current vendors, and what are their bill rates for requested services?	Refer to question #8
22	While in-person services are preferred, would the district consider proposals for only virtual (tele-therapy) services by remote speech-language pathologists?	Only if absolutely necessary

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23	Would the district accept electronic signatures and/or printed, color copies of originally signed forms as part of the hard-copy/physical submission?	Yes
24	Does the district anticipate awarding more than one vendor for this RFP for speech-language pathology services?	Yes, this will be a multiple-awarded contract.
25	Can the vendor bid to offer only one (1) of the requested services (e.g., only SLP and not for any therapy assistants or Clinical Fellows)?	Yes
26	If the vendor responds that it provides only virtual services, can you confirm that documentation of PDD tests is not required since the remote service providers will not be on-site or in physical contact with students?	PDD tests are not required for remote services.
27	If the vendor responds that it provides only virtual services, can you confirm that documentation of drug test results is not required since the remote service providers will not be physically on-site to provide services?	It is not needed
28	Can you confirm that all services delivered under this RFP shall be billable only to the district for the vendor's reimbursement?	Confirmed – the vendor's billable will be reimbursed by the District.
29	If the vendor does not intend to subcontract, should the vendor complete Attachment 7 by answering the first question as "No" and leave the rest of the form blank and unsigned?	Answer "no" and leave the rest of the form blank.

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30	Do you require the vendor to convert Appendix A – Pricing Form and any additional pages attached to Appendix A into Excel format for the electronic copy on a USB, <u>or</u> can the vendor provide all pricing as a separate PDF file on the USB?	The vendor can provide the pricing page as a separate PDF file on the USB
31	Can you confirm that the physical "Master Copy" should not include pricing information, and that pricing should be physically sealed separately from the rest of the proposal (i.e., in a separate envelope within the same package)?	The pricing should not be included in the "Master Copy" and should be submitted separately as a "Pricing Page" in the same sealed envelope; the USB should contain two files (proposal and price page).
32	Do you require resumes of potential service providers upon proposal submission, and if so, would you accept blind resumes with full names and license numbers withheld?	Refer to question #15.
33	The RFP mentioned the contract would be valid for a three (3) year term, but other sections mention pricing fixed through at least 6/30/2027 and price adjustment language on page 23, Section 17. Can you confirm that vendors can negotiate price increases with the district on an annual basis after year one, rather than being fixed for the initial 3-year term?	Yes, the prices can be negotiated on an annual basis after year one.
34	What are the penalties if the vendor cannot provide a service provider who is fluent in American Sign Language (e.g., would the district just move on to the next vendor)?	If we are seeking coverage for Delaware School for the Deaf and a vendor does not have any applicants, we would move on to the next vendor.
35	In addition to hourly rates, would the district consider other fee structures, such as flat rates per assessment?	No

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36	Can the vendor attach additional pages to Appendix A - Pricing Form to provide further details regarding the proposed rates and the additional fees that are separate from the rates?	No, we require a fixed/flat rate.
37	Would the district consider separate rates for bilingual providers?	No
38	Would the district provide its students with the hardware (e.g., computers, webcams, headsets), test kits, supplies, and other materials needed for services?	Yes
39	What are your current vendor names and rates for SLP services?	Refer to question #8
40	Are you satisfied with your current vendors, or have you experienced any issues in the past year?	Yes, we are satisfied with current vendors.
41	What is the current approximate need for Speech-Language Pathologists (full-time and part-time)? Are SLPs guaranteed a full-time caseload or guaranteed hours per day?	35 - number of hours varies, we prefer full time
42	Is time spent on documentation (e.g., session notes, progress reports, IEP documentation, etc.) compensated?	It is part of the 7.5 hours per day
43	Is it possible to obtain information regarding previously proposed or awarded rates so that we may submit competitive and fair pricing under this RFP?	Current rate range \$75.55 - \$100 per hour

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44	What is the process for billing? Should we bill directly for sessions as an agency, or are we required to submit provider timesheets for processing? Will a Google Sheet reflecting signed hours (including clock-in and clock-out times) be sufficient documentation for billing purposes?	Submit provider timesheets
45	How many agency providers did the district utilize during the 2025–2026 school year for SLPs?	33
46	What is the approximate size of each discipline team, inclusive of both direct hires and contracted staff?	Speech Therapy was 33.
47	What bill rates were approved and paid for each discipline during the most recent school year (2025–2026)?	\$75.55 - \$100 per hour
48	If a specific discipline did not utilize agency staff last year, could you please share the most recent historical bill rate when contracted services were used?	\$75.55 - \$100 per hour
49	In Appendix A, may vendors provide a bill rate range rather than a single fixed rate, with an accompanying justification if needed?	We will require a single fixed rate for every certification.

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50	Section I.A.7 states a three (3) year initial term beginning July 1, 2026, with two one-year renewals. Section II.B indicates a one (1) year term with two optional one-year renewals. Could you please confirm the intended initial contract term?	Contracts are valid for one year with the option to execute the contract upon completion of the RFP process and renewing the contract for two additional one-year terms. The intended initial contract term for this service is for three years; however, the District reserves the right to terminate services at its discretion.
51	Could you please provide the annual spending details for similar contracts from the past three years?	The annual estimated spend \$2,000,000.00
52	Could you please share the incumbent vendor's name, their previous response, and associated pricing for a similar contract?	Refer to question #8
53	Do responding firms need to submit resumes of potential candidates with the proposal? If yes, should these be sample resumes or actual resumes?	No, however, all individual resumes will need to be reviewed and approved by the Department's Supervisor/Manager before he/she can provide services.
54	As stated in the RFP, vendors must demonstrate Ability to deliver services to students aged 0–22 with mild to severe disabilities - 30%. Could you please confirm whether home care services are to be provided for the students as mentioned above?	Homebound services are required for Speech therapists if they have a student who is placed on homebound based on their IEP.

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55	Could you please confirm whether prior experience in providing services to students aged 0–22 with mild to severe disabilities is a mandatory requirement. If so, are references required specifically from government agencies, or will commercial client references also be acceptable?	It is preferred.
56	Could you please share the estimated budget for this RFP?	The budget has not been approved by District/Board members, as of yet.
57	Could you please confirm if the vendor can share the MSP clients and commercial clients as references?	Yes
58	Does this RFP require any type of management capabilities from the vendor?	No
59	Could you please confirm whether required licenses can be submitted upon award?	Yes
60	Does this RFP require any certifications or licenses to be included with the response?	Yes
61	Will the district provide report templates and necessary testing materials/equipment for evaluations for agency staff?	Yes
62	Will agency staff have access to internal student database systems to review and update student progress?	Yes

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63	Will the Speech Therapists be required to conduct nonviolent crisis intervention (NCI) trainings for the district? If so, will the district provide them with the necessary training and requirements to accomplish this? Will the district put agency staff through NCI training?	If a therapist is working with a student who has a crisis plan, they should attend the training. The district provides the training.
64	Will agency staff ever have to provide services in the student's home?	Homebound services are required for Speech therapists if they have a student who is placed on homebound based on their IEP.
65	Please clarify how needs for contractors will be distributed to vendors post-award?	Vacancies will be sent out to all vendors. Once candidates are submitted, they will be reviewed and placed based on background and student need.
67	How will vendors be scored against the evaluation criteria? Please explain how points are allocated for pricing. (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?	Yes, the lowest bill rate received the maximum points, with the highest bill rate receiving lower points.

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68	Please can district provide the following information around usage: 1. Historical usage by labor category 2. Contracted staff hours by year 3. Total spend by year 4. Current budget for this program 5. Anticipated volume of contract staff 6. Typical workday hours for each labor category 7. Average length of assignment	2. Approximately 1,300 hours/year 3. Approximately \$2,000,000.00 4. \$2,000,000 5. 33 6. 7.5 7. School year
69	May we submit exceptions to contract terms and conditions?	Yes, use attachment #3
70	What is the expected amount of full-time, vendor supplied SLP needed during the 2026-27 SY?	35
71	Can the district please provide the total amount of full-time, vendor supplied SLP utilized during the 2025-26 SY?	33
72	Can the district please describe the supplies and materials that contracted providers will have access to at the district? (district computer access, testing material, office supplies, software/programs etc.)?	The district will provide a laptop with needed programs on it, testing materials, and some therapy supplies.
73	What is the average caseload for the providers requested in this solicitation?	This varies based on student need and complexity of the case load. This ranges from 25 - 60 students, depending on the above.

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74	Will the District be managing and maintaining all student health information/records?	Yes
75	Page 5, Section II A, Overview: This section mentions personnel at times provides services at student's homes as well. Is the District requiring the Vendors personnel to provide services in homes as well? Can the District expand on what other "itinerant settings" the Vendor would provide services at outside of the Schools and Learning centers?	Homebound services are required for Speech therapists if they have a student who is placed on homebound based on their IEP. Itinerant sites include child cares and private placements.
76	Page 5, Section II B, Statement of Needs, Third and Last Bullet Point: Is the Vendors personnel required to provide training to the Districts staff as mentioned in this section?	Yes, speech therapists are required to provide training to school staff based on the consultation of students' IEPs.
77	Is student transport required of the Vendors personnel?	No
78	Is the District willing to provide oversight to the Vendors personnel when providing services?	Day to day supervision is done by the building administrators.
79	Can the district clarify the anticipated number of positions for SLP or the initial contract term?	35
80	Are these positions primarily in-person, virtual/tele-therapy, or hybrid?	Primarily in person
81	Can the district provide average and maximum caseload expectations by discipline?	This varies based on student need and complexity of the case load. This ranges from 25 - 60 students, depending on the above.

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82	Are contractors responsible for completing initial evaluations, re-evaluations, or both?	Both
83	What documentation platform does the district utilize (e.g., IEP management system), and will access/training be provided?	Infinite Campus and Data Service Center
84	Are contractors required to attend staff meetings, professional development, or district trainings?	Yes
85	What is the anticipated start date for the majority of positions?	First staff day of the 26-27 school year calendar.
86	Is the contract based on a 10-month school calendar, a 12-month calendar, or variable based on role?	Based on a 10 month calendar and can be extended for summer programming depending on needs.
87	Are extended school year (ESY) services included in this RFP?	Yes. All positions are not needed during summer, however. These are offered to district staff first.
88	How are school holidays, teacher workdays, and student non-contact days handled for contractor billing?	Bill for hours worked
89	What are the district's background screening and fingerprinting requirements, and what is the estimated processing timeline?	Use Identogo for fingerprinting. Must be cleared by Child Protection Services. Receive results within 2 weeks.
90	Who will provide day-to-day supervision for contracted staff?	The building administrators.

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91	What is the district's performance evaluation process for contracted providers?	Observation
92	Are minimum weekly hour guarantees required?	Hours are determined by the school district calendar
93	What is the district's standard payment timeline (e.g., Net 30, Net 45)?	Net 30 days
94	Are rate adjustments permitted during the contract term due to inflation or market changes?	No, the agreed-upon rates will be valid for the entire year of the fully executed contract.
95	Will travel between multiple school sites be reimbursed?	No
96	Does the district anticipate awarding to a single vendor or multiple vendors?	Yes, this will be a multiple-awarded contract.
97	If multiple vendors are awarded, how will assignments be distributed (e.g., rotation, best value, first-come submission)?	All vacancies will be sent to all vendors. Once candidates are received, they will be reviewed, and then placed based on background and student need.
98	Are there incumbent contractors currently serving in these roles?	Yes
99	Can you please provide a list of incumbent vendors and their bill rates?	Refer to question #8
100	What is the total budget/expenditure allotted for this RFP?	The budget has not been approved by the District/Board members as of yet.

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101	How long have the incumbent suppliers held this contract?	Maximum 3 years
102	Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?	Yes, we are satisfied, however we are in need of additional in person speech therapists.
103	What is the expectation and frequency for on-call needs?	No on-call needs for these positions
104	Does the district provide student logs, documentation forms, etc?	Yes
105	Please clarify if the district or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).	The district provides a laptop with needed programs, testing materials, and some therapy materials.
106	If our company elects to submit proposals for all currently open RFPs (Behavior, OT, PT, SLP, PARA, and Psych), may we include all responses in a single shipment, or must each proposal be shipped separately?	Each proposal must be shipped separately.
107	Is a separate hard copy of the pricing proposal required, or will inclusion of the pricing file on the USB drive satisfy this requirement?	Yes, must be separate documents as a hard copy and on the USB drive.
108	Does Christina SD have a preferred format for proposal submission (e.g., 3-ring binders, binder clips, etc.)? In an effort to conserve resources, if we submit proposals for all currently open RFPs, may each response be submitted using binder clips?	Yes, you may use binder clips for each proposal.
109	Please list the current number of FTE's for each position along with their locations.	35 across all schools in our district.

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110	What percentage of the positions are currently filled?	90%
111	What is the main cause or reason for sending these projects to bid? (i.e. expiring contract, adding vendors to current vendor list, unsatisfied with current vendor, etc.)	Expiring contract
112	How long have the incumbents held this contract?	Maximus of three years
113	Have the incumbents been able to fill all your needs?	No. We do have some vacancies.
114	Are there any setbacks with the incumbents? (i.e. lack of on-time starts, credentialling issues, fill rate. etc.)	Fill rate
115	We are finding that more and more school districts prefer not to be called and would rather provide a reference letter/letter of recommendation. Will you accept 3 letters of recommendation from school districts in lieu of listed references?	Yes. We do expect the vendor to check all references before submitting to the district.
116	Will you accept listed references from non-school clients?	Yes
117	Can you provide an estimated head count for the number of service providers needed for each resulting contract?	35
118	Please clarify the reporting structure for supervision of contract staff? Does the district provide clinical supervision or is the vendor expected to provide clinical supervision?	We prefer for the vendor to provide the clinical supervision. The district may be able to support in some situations.

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119	What is the expectation and frequency of per diem or on-call needs?	No on-call needs for these positions
120	Is there a penalty (financial or otherwise) for not being able to fill an open need or provide a substitute for an absence?	No
121	Is there any expectation or requirement to be bilingual?	No
122	Will you accept new graduates or is there a minimum number of years' experience required?	Yes, will accept.
123	Are you accepting bids from staffing agencies?	Yes
124	What is the projected number of SLP and SLPA FTEs required districtwide?	35
125	What is the average caseload per full-time SLP?	This varies based on student need and complexity of the case load. This ranges from 25 - 60 students, depending on the above.
126	Is ESY coverage anticipated under this contract?	Yes, but not for all staff. Vacancies have to be offered to district employees first.
127	What percentage of services are expected to be push-in, pull-out, consultation, or itinerant/home-based?	This is a mix of all of these supports and dependent upon each student's IEP.

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128	Are virtual SLP services anticipated beyond emergency coverage situations?	If absolutely necessary, we will utilize.
129	Are services required within the Brennen Program and Statewide Deaf/Hard of Hearing Programs, and if so, what percentage of placements?	Yes. The percentage is not known at this time.
130	What is the required timeline for completion of evaluations and submission of reports in Infinite Campus?	Following the state regulations.
131	Does the District provide standardized assessment tools, or are vendors expected to supply all testing materials?	Yes, the district provides
132	Are SLPs expected to supervise SLPAs under Delaware Professional Regulations, and if so, what supervision ratios are required?	Yes, SLPAs have to be supervised following the rules in the Delaware regulations.
133	Will you take an SLP in their Clinical Fellowship year and would the district prefer to provide clinical supervision be provided by the district or agency?	Yes, and preferred by the agency, but the district can support in some situations.
134	What documentation requirements apply to the Data Service Center (DSC) system?	Therapists are required to enter their daily session notes.
135	What are the Medicaid Cost Recovery documentation standards and audit expectations?	They have to enter needed information in Data Service Center.
136	What is the anticipated onboarding timeline, including required clearances and training expectations?	The first staff day of the 26-27 calendar

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137	Is there an opportunity to provide on site support at no additional cost to the school or district to these providers by their agencies?	Yes, as long as the staff going into the school buildings have had clearances done.
138	Is it possible to receive a list of job duties and responsibilities when positions are requested to better screen through applicants for an appropriate fit?	Yes
139	Is there a maximum daily or weekly billable hour threshold?	7 - 7.5 hours (unpaid lunch)
140	If providers are requested to attend events or meetings beyond allocated hours, how should billing be handled?	They would request prior approval from the building administrator and the district administrator.
141	On storm days, virtual days, professional development days, or other non-traditional instructional days, are providers permitted to complete off-site work or attend training?	If students are virtual, the therapists would follow the same expectations as the district staff.
142	If off-site work is permitted, what is the approval process through building or district administration?	Building administrator first and then district administrator