2016 Physical, Occupational, and Speech Language Therapy Services RFP Questions and Answers

1) What are the current rates for your contracted Occupational, Speech, and Physical Therapists? 
   $60/hour for OT, SLP, PT   $50/ hour for COTA    NO OVERTIME PAID

2) How many full time positions are expected to become available through the RFP? 
   PT = 2; 
   OT =18 
   SLP = 20 additional needed

3) What is the average number of hours a therapist can expect to work in a week? Up to 37.5 hours. No overtime paid. Additional time must be approved by supervisor.

4) Does the school district prefer flat rates or a range dependent upon experience for billrates within this proposal? Flat Rate

5) Could you please let me know the projected weekly hours of service for the OT, PT, and SLP? If the hours are on an As Needed Basis or Part-Time, can you please let me know the amount of weekly hours that the OT, PT & SLP worked during the 2015-16 academic year? I am aware that the hours might not be the same for the 2016-17 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for Shelby County Schools.  
   As above, up to 37.5 hours / week. Part time personnel are definitely needed.

6) How many working days will the OT, PT & SLP work during the school year (For Example: 180 days or less)? 
   They will work all days school is open for students + days set aside for training such as the week before school starts.

7) How many OT, PT or SLP’s do you foresee needing for the 2016-17 school year? 
   PT = 3 
   OT = 18 FTE 
   SLP = 80

8) Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Occupational, Physical, and Speech Therapy Services provided by Shelby County Schools or the Vendor? 
   Contract PT and OT will need to provide own laptop. District provides testing and treatment materials. 
   SLPs are provided a testing / treatment materials. Companies are asked to provide laptop / ipad.

9) Who will be the representative from Shelby County Schools to determine which materials/equipment are required for the Occupational, Physical, and Speech Therapy Services? 
   Deborah G Harris, Special Education Manager and Dr. Patricia Toramina will make decisions on materials / equipment provided by district.  M Laurie Bainer, PT, DPT will make recommendations for OT / PT materials / equipment necessary.
10) Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Shelby County Schools?
   Therapists have access to district internet and computers at the schools. Fax, scan and copy machines are accessible.

11) Does the district intend to award to a single or multiple vendors?
   The district anticipates awarding to multiple vendors based on past experience, necessary to fulfill the staffing need.

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?
   The district does not offer mileage reimbursement, but does covers travel time between sites during the work day. The district does not pay mileage or time for travel to initial school or mileage from school to home, nor does the district pay mileage or time if the contract therapist steps out of the school day for personal business between school sites.

13) Are resumes required at the time of proposal submission or only upon award?
   Resumes are required at the time therapists are considered for employment. However, agencies often include resumes of current staff that have agreed to return to the school district for the 2016-2017 SY.

14) What grades will the OT, PT and SLP provide services for? And what will be the caseload?
   The district serves students from age 3 through 21 who have met eligibility for special education (state eligibility criteria). Workloads are planned, considering number of school sites and frequency of service required.

15) Will Shelby County Schools consider a Flat Rate or Range depending on the candidates’ level of experience? Flat rate

16) Can you please let me know if our insurance policy meet your District Requirements?

<table>
<thead>
<tr>
<th>General Liability</th>
<th>In Force</th>
<th>Requested</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Per Occurrence</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire Damage</td>
<td>$100,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical Expenses</td>
<td>$10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personal &amp; Advertising Injury</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Aggregate</td>
<td>$3,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Products/Completed Ops</td>
<td>$3,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business Auto/Hired &amp; Non-Owned</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Workers Compensation | $1M/$1M/$1M
---|---
E&O /Professional Liability | $1M/$3M
Abusive Acts | $3M/$3M
Umbrella | $1,000,000

Minimum Limits of Coverage Required. Should be indicated on the Certificate of Insurance provided. SCS must be listed as the certificate holder and an additional insured on all policies.

**Commercial General Liability**

- Each Occurrence: $1,000,000
- Damage to Rented Premises: $50,000
- Medical Expense: $5,000
- Personal & Advertising: $1,000,000
- General Aggregate: $2,000,000
- Products & Completed Operations: $2,000,000

**Automobile Liability**

- Combined Single Limit: $1,000,000
  “Any auto” should be checked on the certificate of insurance

**Excess/Umbrella Liability**

- Excess Limit: $5,000,000

**Worker’s Compensation**

- Part A (Work Comp) Statutory
- Part B (Employer Liability) Each Accident: $500,000
  Disease – Employee: $500,000
  Disease – Policy Limits: $500,000

17) Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?
   We are unable to answer this question.

18) Are you requiring vendors to submit a proposal response for all service categories or can we just submit for a single category?
   One proposal response will be fine.
19) We are located in the state of Florida and we do not have an office in the State of Tennessee. Is your preference for a company to have an office in the State of TN?  
This is not a requirement.

20) What is the number of therapy hours per discipline, per week?  
This varies, depending on factors such as the number of schools traveled during the week. SLT, PT, and OT services are provided to pre-schools, head starts, daycares, charter schools, private schools, and SCS of various sizes. Maximum hours per week is 37.5 excluding lunch.

21) What is the number of visits per discipline, per week?  
Varies as above, based on IEP recommendations.

22) For each discipline, is it typical to treat in a group, individually, or using an inclusion model?  
SLT, OT and PT provide interventions in groups and individually. Therapists are pushing into classrooms embedding strategies and adapted tools that are utilized throughout the school environment.

23) Is the district currently billing any of the eligible services to Medicaid, if so, how much reimbursement was received last year?  
The district is billing OT, PT, SLT services through TennCare. The reimbursement amount is not available.

24) Does the district want the provider to bill Medicaid and offset the cost of staffing with the reimbursements?  
At this time, the district has a contractor billing for therapy services through the TennCare program.

25) Does the district intend to employ their own therapists and if so, how many per discipline? The district employs speech language pathologists, physical therapists, and occupational therapists. The staff includes a mix of contract and board hired therapists.

26) Did the district or previous therapy provider consistently have open positions due to inability to fill the vacancy?  
Yes, both contract and district hired.

27) What type of documentation system would our therapists be using?  
Electronic documentation.

28) What (if any) support documents will need to accompany the invoice?  
Sign in sheets signed by school administration daily.

29) Can travel time between locations be billed? Yes. This is part of the workday.

30) Can documentation, preparation, and meeting time be billed? Yes. This is part of the weekly 37.5 hours.

31) What are the most significant staffing issues you have experienced in the past? Adequate staffing.
32) Are contracted staff required to attend any in-services or trainings and if so, can we bill for that time?
   Yes. Contracted staff attend required in-services and selected trainings specific to the district’s needs. This time is covered.

33) In regards to the Mark-Up percent column on page 23 entitled "Compensation/Billing Rate" is the Mark-up percentage required? The mark up percentage will be used to calculate the scoring of the cost portion of the evaluation criteria.

34) In regards to the Second Tier Purchasing on page 26, What information should be included on the line that says "Second Tier Commodity" Please provide an explanation of what this entails. Identify the products or services directly related to this contract you would use a MWBE to provide.

35) Also what information is required for the line that states " Dollars expended for this commodity, this project $____________" and "Percentage of this project_____". The dollar value and/or percentage of the work your firms receives from an awarded that you would in turn use a MWBE to provide the products or services to SCBE (subcontract).

36) What would be the payment terms of Shelby County Schools (Net 30)? Net 45

37) In the RFP, it states that the proposal needs to be bound. Do you need the proposal to be in a binder or is a binder clip acceptable? A binder clip is acceptable.

38) By acknowledging acceptance of the billing rates in column four of the table on page 23, is the respondent accepting the Billing Rate listed in column 2 or the billing rate resulting from applying the Mark-Up Percent? The respondent is accepting the billing rate in column four.

39) Are there any guidelines for specifying the Mark-Up Percent? For example maximums or minimums. No.