

## Questions and Answers for RFP#030521TJ PT, OT, SLP and AUD Services

1. Who is providing the PT, OT, SLP and Audiology services currently? **Currently, the vendors are: Advance Therapy Services, Always Therapy, EBS, FX Independence, Grace Therapy, Invo-Progressus, Mid-South Therapy, Mid-South Therapy Solutions, Power of Words, Speaking Life, Steppingstone (formerly known as Cumberland), and Stellar.**

2. What are the rates paid for the services currently?

**Answer: CCCSLP \$60/hour, SLP in clinical fellowship is \$60/hour, PT and OT \$60/hr, COTA \$50/hr and Audiology \$60/hr.**

3. How many vendors do you anticipate selecting? **Answer: SCS reserves the right to make one or more awards.**

4. Inquiring about hours required for PT, OT, SLP and AUD Services included within RFP #030521TJ. **Answer: The hours required for PT, OT, SLP and Audiology are based on school time: 7:15a.m.-2:15p.m., 8:15a.m.-3:15p.m., 9:15a.m.-4:15p.m. and Contract workers up to 7.5 hours with a 30-minute lunch break.**

5. Who are your current providers for the requested services listed in the RFP? **Please reference #1 answer above.**

6. Which vendors are currently providing the services requested in the RFP by discipline? **Please reference #1 above.**

- a. What rates are you paying each vendor by discipline? **Please reference #2 above.**
- b. Have your current vendors been able to meet all of your existing service needs? If not, which of your needs are not being met? **Yes, they are able to meet our needs.**

7. Is there a budget available for this project? **There is a budget amount for contract related services.**

- a. If so, what is that budget? **Not able to provide budget amount at this time.**

8. How many FTEs are required per discipline? **Answer: For SLPs-130.**

9. What is the average caseload by discipline in your District? **Answer: This varies significantly based on the grade band being served. A workload model is used. 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.**

10. Are there any ongoing safety/protective measures offered to contractors as a result of COVID-19? **Yes, all persons must complete a Covid screening prior to entering the**

building/schools daily. Also, all CDC guidelines are followed. See the following attachments:

<http://www.scsk12.org/returnstronger/files/2021/UPDATED%20-%20Reporting%20Cases%20of%20COVID-19%20.pdf>

<https://files.constantcontact.com/9720dd27501/576d2aa8-779f-4c5f-a4be-8fdf8635657b.pdf>

11. What is the approximate award notification date? **This project will be awarded when all required approval has been approved.**

12. What is the approximate contract start date? **Contract start date is July 1, 2021. However, therapists report for work when teachers report, typically the last week of July. The first week back contract staff usually work 3 days.**

13. Page 9, Section 2.1. reads:

*The transmittal letter shall include the name, title, address, telephone number, and electronic mail address of the person authorized to bind the Vendor to the contract, who will receive all official notices concerning this RFP.*

Can vendors list more than one (1) contact who should receive all official notices concerning this RFP? **Yes.**

14. Page 10, Section 2.2 reads:

*Name all key personnel who will perform work under this contract and include each individual's resume. Include work history, educational background and indicate the proposed role/function of each individual.*

a. We will include resumes of the staff responsible for implementation and oversight of the contract. Are resumes of therapists also required at the time of submission or will they be required upon award? **Answer: Returning or ready to report therapist resumes are appreciated at time of submission. However, agencies often include resumes of current staff that have agreed to return to the school district for the 2021-2022 SY.**

15. Page 11, Section 2.1 reads:

**TAB H. ELECTRONIC MEDIA (INCLUDE WITH SUBMISSION)**

a. Please define what is being requested in this section. **Please reference Section 1.0 General Format- Submission on page 9 in the RFP. The Electronic Media must be a USB Drive and shall bear a label on the outside containing the RFP number and name as well as the name of the Vendor.**

b. Is this required to be submitted or only if the vendor has additional information they would like to include? **Answer: Yes, please provide a USB**

Drive.

16. Page 15, Section 1 reads:

*Design positioning plans for student access and participation.*

a. Please clarify this request in detail of what is being asked. **Please provide detail in how you will provide related services to student.**

17. Page 42, Appendix I identifies rates and a column a mark-up percentage.

a. Please define what is meant by a mark-up percent. **The mark up percentage will be used to calculate the scoring of the cost portion of the evaluation criteria.**

18. The current contract issued in 2016 has the following bill rates:

<b>Position</b>	<b>Billing Rate</b>
<b>CCCSLP</b>	<b>\$60.00 / hour</b>
<b>SLP in clinical fellowship year...</b>	<b>\$60.00 /hour</b>
<b>PT</b>	<b>\$60.00 / hour</b>
<b>OT</b>	<b>\$60.00 / hour</b>
<b>COTA</b>	<b>\$50.00 /hour</b>
<b>Audiology</b>	<b>\$60.00/hour</b>

Would the District consider increasing these bill rates to cover the Cost of Living Adjustments (COLA)? According to the IRS, the Cost of Living has risen 2.8% since the issuance of the current contract. **Per the budget amount at this time rate increases are not being consider.**

19. Page 42, Appendix I reads:

*Agencies must submit invoices on the 15th and 30th of each month for approval and processing.*

But, page 43 reads:

*Agencies must submit invoices monthly. The previous months' invoices must be received by the 15th of the following month.*

Can you please confirm which is correct? **Invoices must be received by the 15<sup>th</sup> of the following month.**

20. Will you award multiple vendors or only one vendor per category (speech, OT, etc.)? **Based on the vendors' services that are offered, the award will be separately divided. SCS reserves the right to make one or more awards.**

21. Will you accept online-only solutions for each category (speech, OT, PT, etc.)? **No, it must be face to face for each category.**

22. For the pricing, are you willing to consider a per-student rate or does it have to be hourly? **Answer: Hourly.**

23. **Will teletherapy be considered? No, teletherapy will be considered at this time.**

24. Our company is minority- and women-owned. We see that the RFP asks if we are an SCS registered minority vendor. How do we go about registering? **Please contact MWBE Office at 901-416-4737 or email: MWBE@SCSK12.ORG.**

25. Is a bid bond required for this contract? **Bid bond is not required for this project.**

26. Regarding the insurance coverage referenced on pg 29, Is Cyber risk coverage an expectation for this RFP? **For this project, the respondent is required to storage and access student data, therefore, Cyber insurance will be required.**

27. Why is the district utilizing a solicitation for the services requested in this bid? **The contract term has ended; therefore, a new RFP is required.**

28. Can the district please clarify how needs for contractors will be disseminated to vendors post award? **Returning therapists who have successfully met the district's expectation are the first to be invited to return. Availability of qualified candidates who can commit guides the process.**

29. When and how will the vendors be notified when awarded contracts are announced? **When the RFP evaluated process been completed, an Intent to Award will be emailed to all respondents that responded to this RFP Project.**

30. How many vendors does the district expect to award a contract to for the services requested in this solicitation? **Please reference #3 above.**

31. What is the expected amount of Full Time Equivalent (FTE), vendor supplied (**choose all that apply:** SLP's, OT's, PT's, SPED Teachers, LSSP's, RN's, LPN's, etc.) needed for this contract? **The expected amount of FTE is: 50% of OT staffing; 30% PT staffing; 70% of SLP staffing.**

32. Can the district please provide incumbent information and current bill rates for the contracts in place for similar services? **The current billing rate is the same as the listed rate.**

33. Can the district please provide the total number of FTE vendor supplied (**choose all that apply:** SLP's, OT's, PT's, SPED Teachers, LSSP's, RN's, LPN's, etc.) utilized during the 2018/19 and 2019/20 SY? **For year 2018/2019 and 2019/2020, an**

approximately 50% of the OT staffing, 20% of the PT staffing, Approximately 70% of staffing.

34. Can the district please describe the supplies and materials that contracted therapists/teachers will have access to at the district? (Wi-Fi, computer access, testing materials, office supplies, ipad/laptop, etc.)? **The testing materials will be provided to contract related service providers. The vendor will need to supply device (computer / tablet) and office supplies such as printer.**

35. Can the district please clarify the maximum weekly allowable hours approved the contracted FTE's from supplied vendors? **The hours are 37.5 hours per week and 7.5 hours per day. No overtime.**

36. What is the caseload size for these providers? **Please reference #9 above.**

37. What travel between schools is expected for these providers? **All related service providers are required to travel to and from assigned schools.**

38. How many different schools are these providers expected to travel to? **It will vary.**

39. If bidder uses references for similar services that are out-of-state, will the vendor have points deducted under "Evaluation Factors" for this solicitation? **All references will be evaluated in accordance with the scoring rubric.**

40. Will the vendors be required to orally present their proposals via Microsoft Teams? **The vendors will be required to present orally on Microsoft Team. However, In order to be eligible for consideration, proposals must be received at Procurement Office no later than March 5, 2021 @ 2:00 pm CST. Please refer to 10.0 Submission Deadline in the RFP.**

41. Are the rates set at the identified amounts in Appendix I, Column 2 (Compensation/Pricing Schedule)? The vendor must accept the identified rate, however column 3 allows for a markup percent. The evaluation criteria indicate that 25% is related to cost? Is this a competitive bidding process? Or is the Column 2 rate the same established amount for all vendors? **Please reference #17 above.**

42. Can you provide an estimate of the number of positions (OT, PT, SLP, AUD) the district is looking to fill? **Possibly 3 PT, 25 OT, 1 Audiology, and 25 SLP positions.**