



**RFP TITLE: PROPOSAL FOR SPEECH THERAPIST SERVICES FOR HEAD START & PRE-K**

**RFP No: RFP031221FM-D**

**Questions Due Date: Mach 26, 2021**

**Answers Due Date: March 2, 2021**

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1. Can the district please clarify if this will be a single award bid, or multi award?

Single award

2. Can the district please explain how contract needs will be disseminated to awarded vendors post implementation?

The vendor will be expected to provide screening services for the first 60 days of school and the nurses will be given caseloads based on the health needs/services of the preschool students enrolled.

3. How many vendors does the district expect to award a contract to for the services requested in this solicitation? one vendor

4. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

There is no incumbent

5. Can the district please provide the total amount of full-time vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY, as well as how many are in place for the 2020-21 SY?

The services were never contracted out in previous years. The 2021-22 school term will be the first year the services will be contracted out.

6. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (Wi-Fi, computer access, testing material, office supplies, etc.)?

Laptop/IPAD, lanyard, supply bag or backpack, pens, pads, watch, stethoscope, mask, face shield, blood pressure monitor, pulse oximeter, pen light, gloves, and drug reference guide.

7. Would Shelby County Schools consider a higher bill rate than the bill rate mentioned for each modality in Appendix I- Compensation/Pricing Schedule?

The higher billing will be reviewed and taken in to inconsideration If higher billing explanation is provided.



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8. If higher hourly bill rates are accepted, how should the vendors document that on the proposal?

The explanation must clearly outline why the billing rate is higher and how the rate is calculated.

9. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

None

10. Can the district please provide the total amount of FTE contract, vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY?

Total of 10 nurses for the first 60 days of school to provide health screenings and five nurses to support the 120 days left in school term.

11. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied Head Start LPNs and RNs utilized during the 2019-20 SY?

NA

12. If multiple vendors are awarded, how will the district disseminate the FTE to each vendor?

One vendor will be selected

13. Would the district consider supplying materials to the personnel for their required modality? Often times, district to district materials needed are different.

The supplies that will be needed to support the medical support or health needs will be supplied by the District.

14. Can the district please state the date the RFP would be awarded on and in what capacity (Email, Letter, Phone)?

The contract will be awarded in July, and will notified by email. The vendor will be contracted by phone to review the services and site locations.

15. What process or metrics are in place for SCS to determine when liquidated damages are to be imposed, as a multi-vendor award for staffing services creates a challenge in assessment?

A specific dollar amount for liquidated damages hasn't been determined. The intention is that in the case the District incurs in any additional expense, as a result of them having to



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correct any breach or non-performance from the vendor, the amount for those additional expenses will be deducted from the monies owed or monies that may become due the Vendor.

16. What is the total liquidated damage assessment, charged per incumbent provider, over the course of the current contract terms?

A specific dollar amount for liquidated damages hasn't been determined. The intention is that in the case the District incurs in any additional expense, as a result of them having to correct any breach or non-performance from the vendor, the amount for those additional expenses will be deducted from the monies owed or monies that may become due the Vendor.

17. What are the maximum allowable weekly hours for each position requested in this solicitation?

40 hours weekly

18. Would SCS be open to utilizing an electronic timecard system?

The staff will submit a paper timesheet, but will be required to electronically sign in and out of each school and center where they support the students.

19. What supplies are required of vendor supplied staff (e.g. laptops, cell phones, etc.)?

First-aid kit, supplies, Laptop and cellphone.  
Cellphones will only be given to nurses assigned caseloads

20. Would the district consider mutual indemnification?

No. SCS as an LEA cannot agree to such a provision in a contract because we do not have any legal authority to do so, as a governmental entity. The Tennessee Attorney General's Office has issued a number of opinions holding that hold harmless / indemnification agreements that call for government entities to assume the risk of loss to another party is void and unenforceable.

21. Part III The proposal format section, Tab E says TECHNICAL RESPONSE TO RFP SCOPE OF WORK. It mentions, The Vendor shall address each major requirement of Part I (Scope of Work). What are the major requirements of the scope of work?

The information is in scope of work services details