

Vendor Questions Regarding RFP for Therapy Services



Early Childhood Services

Cumberland Therapy:



1. Do you have an estimate of total therapy hours required?

Since the therapy services are being contracted to replace staff that are on a long term leave it's very difficult to project hours required. FY17 has been a light year but the prior year we had therapist out on maternity leave and other types of extended leaves.

2. How many hours were utilized per specialty last year?

Sum of Hours	Column Labels 			
Row Labels 	OT	PT	SP	Grand Total
FY16	478	123.66	542.5	1144.16
FY17		88.25	269	357.25
Grand Total	478	211.91	811.5	1501.41

3. What is the projected contract budget for the 17/18 SY? The 2017/18 budget will not be finalized until June. Typically the student needs and availability of our own staff will determine budget.

Sum of Amount	Service 			
Fiscal 	OT	PT	SP	Grand Total
FY16	\$31,120.00	\$ 8,037.90	\$35,262.50	\$74,420.40
FY17		\$ 5,736.25	\$17,485.00	\$23,221.25
Grand Total	\$31,120.00	\$13,774.15	\$52,747.50	\$97,641.65

4. Are you looking to contract with multiple vendors or a single vendor?

Prefer a single vendor agreement.

5. Who are the current vendors providing services?

The current contracted vendor is Leaps and Bounds.

6. What are the current vendor rates?

\$ 65 an hour for all three types of services.

Ardor Health

7. Could you please let me know the projected weekly hours of service for the OT, PT, and SLP? - See info provided above.
2. 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 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 Rockwood School District.

See info provided above.

3. How many working days will the OT, PT, & SLP work during the school year (For Example: 180 days or less)?

Less than 180 days

4. How many OTs, PTs, or SLPs do you foresee needing for the 2017-18 school year?

The number of therapist required is dependent on our staff availability and if any of them require an extended leave.

5. Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for the Therapy Services provided by Rockwood School District or the Vendor?

Therapist will not be required to conduct student testing.

6. Will your school provide laptops or computers to the therapists?

The vendor is expected to provide therapist a laptop if needed.

7. Who will be the representative from Rockwood School District to determine which materials/equipment are required for the Therapy Services?

The Rockwood Executive Director of the Early Childhood Center will designate a staff member that will act as a supervisor and contact for therapy services.

8. Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Rockwood School District?

Access to wifi and copiers will be provided.

9. Does the district intend to award to a single or multiple vendors?

Prefer a single vendor.

10. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

Mileage is not paid and should be included in hourly bill rate. Typically, therapist do not travel in between buildings during the school day.

11. Would you consider certified therapy assistants such as PTA, COTA, CFY, or SLPA?

No

12. Are resumes required at the time of proposal submission or only upon award?

Resumes will be required upon award and or assignment of a therapist. Rockwood reserves the right to accept or reject a therapist based upon resume and experience.

13. What will be the student caseload for each therapist?

Caseload will vary

14. What would be the payment terms of Rockwood School District (Net 30)?

Net 30 from receipt of valid/accurate invoice.

15. 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 of the board meeting dates?

The board meets twice a month – 1st and 3rd Thursday of the month. Bill list are approved at each board meeting.

16. If you don't have a board meeting calendar, is there a specific time of the month the board will meet to approve payments?

See response to 15.

17. Will Rockwood School District consider a Price Range depending on the candidate's level of experience?

We will consider a price schedule based upon a therapist's experience.

18. In the event that Rockwood School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 days out termination written notice?

Contract terms can be discussed based upon approval of Board recommendation.

19. 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?

We understand some recruiting may be necessary to staff resources.

20. Can we incur in any penalties or be liable for any damages for not having a PT/OT/SLP available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

We will negotiate this as part of the final contract.

21. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)?

Leaps and Bounds is the current vendor and they charge \$65 an hour for all services listed.

22. I am aware that you need two (2) hardcopies of the proposal and an electronic copy, but how many originals and how many scanned copies do you need of the proposal?

At least one original and one copy as hardcopies and one sent in electronic format either via email or a thumb drive.

23. Since our proposal can be submitted electronically, what size document can you receive via email (For Example: 5 MB, 10MB, etc...)?

Most 8 MB documents will make it through email.

24. Are you requiring vendors to submit a proposal response for all service categories or can we just submit for a single category?

As indicated previously we prefer to award the contract to one vendor but we will consider an option that only offers selected therapy services.

25. We are located in the state of Florida and we do not have an office in the State of MO. Is it your preference for a company to have an office in the State of Missouri?

Our BOE policies do provide preference to Missouri companies if proposals are equal.

26. I am aware that your pre-bid conference is on March 22 at 9:30 AM. Is there a code or call-in number we can use in order to be a part of the meeting?

The pre-bid meeting was optional and the questions from that meeting are addressed in this document.

27. Our company also provides Tele-Therapy services. Will your school be open to Tele-Therapy for the OT and SLP?

No

MAXIM Healthcare

1. Provide incumbent information and bill rates for contracted vendors.

Information provided above.

2. Provide the total hours and invoice amounts for 2014/15 and 2015/16.

2015/16 and 2016/17 provided.

3. Provide expected usage for this contract (# of FTE's)

See previous response contained herein.

4. What locations will the therapist be providing services.

At our locations within the district boundaries that offer Early Childhood Services. The district is about 150 square miles providing services in the Fenton, Eureka, and Ballwin areas.

5. What is average caseload for SLP, OT, and PT –

May vary but in most cases a therapist will be working with one student.

6. How many students are on IEP's requiring SLP, OT, or PT services?

Varies but normally fewer than 12.