

ADDENDUM NO. 1
Answers to Written Questions
05/31/2017
REQUEST FOR PROPOSAL
No. 2018-EPO-114
OT / COTA

Central Consolidated School is issuing this addendum to Request for Proposal No.2018-EPO-114, Occupational Therapist (OT) and /or Certified Occupational Therapy Assistant (COTA) for the purpose of response to written questions.

ACKNOWLEDGE ADDENDUM WITH RFP:

Company/Firm/Independent Contractor Name

Signature

Date:

QUESTIONS AND RESPONSES

Question: Can the district please clarify the materials and supplies supplied by district for OT, and what is required for the contractor to supply?

Answer: Contractors are responsible for the evaluation tools and materials to be used by providers for assessment and /or evaluations.

Question: What is the anticipated intended usage for OT for 17-18 SY?

Answer: Dependent upon student enrollment and needs.

Question: Who are the current district-awarded incumbents for OT?

Answer: OT-3

Question: Can the district please provide current awarded rates for OT or a vendor range for these services?

Answer: OT \$60 – \$70 / hr; COTA \$55 -\$65

Question: Can the district please provide the total amount of contract usage (invoice amounts and hours), broken down by vendor and classification OT for the 2016-17 SY

Answer:

Question: Can the District please clarify the spend for services for OT, COTA and for the 15-16 SY?

Answer: OT/COTA \$246,485.75

Question: Can the District please clarify the intended usage for OT, COTA, for the 17-18 SY?

Answer: Dependent on student enrollment.

Question: Can the District please clarify the request for submittal of NMPED Licensing in proposal response? (In our experience, distribution of this information is illegal by law.)

Answer: NMPED license is a public document, submission of license for proposed candidate or sample proves the capacity of vendor to supply NM highly qualified/certified providers.

Question: Have the current providers met your needs for Occupational Services?

Answer: Yes

Question: What are the names of your current vendors providing Occupational Services to the district?

Answer: CES, Soliant, Ardor

Question: What are the current bill rates for each of the vendors providing Occupational Services to the district?

Answer: Range 55-67

Question: What are the total numbers of contracted Occupational Therapists providing services in the district during the 2017-2018 school year?

Answer: 3

Question: How many Occupational Therapists have each of your vendors provided to the district during the 2017-2018 school year?

Answer: 1

Question: What was the annual expenditure for all services during the 2017-2018 school year?

Answer: approx \$1.4 million

Question: Approximately how many Occupational Therapists does the district anticipate needing for the upcoming school year?

Answer: 3-4

Question: Will these positions be full-time or part-time?

Answer: Full time

Question: Will each company awarded a contract have an equal opportunity to provide candidates for open positions, or will the companies with the lowest bill rates get first opportunity to place candidates?

Answer: Equal opportunity, but must meet RFP criteria, successful interview and licensures

Question: Does the district reimburse the contracting company separately for mileage for travel between school sites? this should be included in the cost proposal

Answer: Should be included in Cost Proposal

Question: Is the travel time and mileage from school to school billable?

Answer: Should be in Cost Proposal.

Question: Does the district provide computers for contracted employees?

Answer: Yes, only for school use

Question: Does the district provide the assessments and materials to be used for evaluations and treatment services?

Answer: Evaluation tools will be the responsibility of the provider/contractor; treatment materials can be requested from the district.

Question: Does the district provide an orientation?

Answer: YES

Question: Are your payment terms 30 days, 45 days, etc.? If not, what are the payment terms?

Answer: Payments are made either, monthly, biweekly or weekly

Question: What's the typical caseload for therapists?

Answer: Tentatively 45-60

Question: How many schools are typically on a therapist's caseload?

Answer: About 6

Question: Does the district provide necessary training sessions, i.e. Medicaid training, that are needed in order for the contracted employees to do their jobs effectively and meet the job expectations?

Answer: Yes

Question: Does the district use an on-line IEP system? If yes, which one?

Answer: Yes – Pearson's TIENet

Question: What is the district's policy on allowing contracted clinicians to switch companies, from one awarded vendor to another? Would the district allow them to switch during the school year or only at the beginning of a new school year?

Answer: Depending on the Professional Service Agreement/agency

Question: Will the district consider phone IVs for candidates that are not in the area?

Answer: yes

Question: Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)? Has your current vendor(s) been able to satisfy your service needs?

Answer: The vendors we had this school year are: Soliant Health, All Source Recruiting, Cooperative Educational Services, Sunbelt Staffing, and other independent service providers.

Their rates vary as follows:

OT/COTA - \$55 - \$67/hr SLP - \$62.03 - \$71/hr SLPA - \$38 - \$58/hr

Sch Psychologist - \$55 - \$75/hr RN/LPN - \$60/hr

Currently, our vendors did meet our service needs.