

ADDENDUM NO. 3
Answers to Written Questions
05/31/2017
REQUEST FOR PROPOSAL
No. 2018-EPO-118
Speech Language Pathologist - Teletherapists

Central Consolidated School is issuing this addendum to Request for Proposal No.2018-EPO 118, Speech Language Pathologist – Teletherapists 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 SLP, 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: Who are the current district-awarded incumbents for -teletherapist?

Answer: None.

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

Answer: for onsite services \$55 / hr - \$71/hr

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

Answer:		Invoiced Amt	Hours/ Wk
A.S.	SLPA	\$2,168.20	37.5/week
R.R.	SLP(tele)	\$2,641.27	37.5/week
P.R.	SLPA	\$2,286.47	37.5/week
S.S.	SLP(tele)	\$1,787.13	25.0/week
C.V.	SLPA	\$1,371.88	22.5/week
S.C.	SLP	\$2,825.16	37.5/week
J.G.	SLPA	\$1,529.74	37.5/week
B.M.	SLP	\$2,750.36	37.5/week

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

Question: Can the District please clarify if SLP services in RFP are only for Teletherapists?

Answer: Yes, for now.

Question: Is the scope of work supposed be something that you want the vendors to draft in the RFP or is it your description just informative in letting us know your expectation, but not something that we need to draft for the RFP ?

Answer: The Scope of Work is is the area in which an agreement where the work is to be performed. The contracts will reflect the Scope of Work.

Question: Do you require background checks for our administrative management or just for the therapists that would be working with CCSD ?

Answer: Just the therapists that will be working with students.

Question: Do you have a cost proposal from previous RFPs (even if they aren't for telepractice) that you can share for our reference.

Answer: Cost Proposals basically have an hourly composite rate and breakdown of hours and cost. The hourly composite should include the following elements:

Personnel services, overhead costs, personnel costs, any travel and lodging expenses.

Question: Are you only looking for SLP Tele-therapy services **OR** onsite SLP? Or, are you looking for both?

Answer: The RFP that is out, specifically asks for SLP Tele-therapy services. Onsite SLP - RFP is forthcoming

Question: How many OT, COTA, SLP, RN, LPN, and School Psychologist's do you foresee needing for the 2017-18 school year?

OT/COTA - Approx. 3

SLP - 12 or more

RN/LPN - Approx. 3

School Psychologist - 1

Question: Would you also consider other certified therapy assistants such as SLPA or CFY?

Answer: SLPA's - Yes; but would prefer CFY

Question: Would you also consider Tele-Therapy for the OT?

Answer: No

Question: For what grades will the OT, COTA, SLP, RN, LPN, and School Psychologist provide services **and** what will be the caseload?

Answer: K-12 - Caseloads are based on student IEP's. We had over 900+ students with IEP's this past school year. Caseloads average about 45-60 students

Question: Are resumes required at the time of proposal submission or only upon award?

Answer: They are acceptable at either times. We understand vendors recruit during the school year as well.

Question: If resumes are required, please know that our candidates are actively interviewing for 2017-18 positions. Is this acceptable? What are the consequences if the candidates presented in our proposal are no longer available by the time of the selection/interviews and we must present you with other candidates?

Answer: We understand and we will accept resumes based upon our need for providers. Other candidates other than those listed on your proposals will be considered.

Question: Per pg. 12 of RFP 2018-EPO-118 for Speech & Language Pathologist - Teletherapists regarding Bullet E titled Computer Set Up, are the technical capabilities listed to be required by the tele-therapy candidates to be able to deliver service for Central Consolidated School District?

Answer: Yes. It is a minimum requirement.

Question: If Central Consolidated 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 day out termination written notice?

Answer: Yes.

Question: 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?

Answer: It is understood that vendors will begin recruiting once RFP's are approved and awarded.

Question: Can we incur in any penalties or be liable for any damages for not having a OT/COTA/SLP/RN/LPN/School Psychologists available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?

Answer: There is no penalty.

Question: What would be the payment terms of Central Consolidated School District (Net 30)?

Answer: Net 30

Question: 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 or specific time of month the board meets to approve payments?

Answer: Payments are made monthly, bi-weekly, and/or weekly.

Question: Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?

Answer: District email accounts will be provided. We have a limited number of laptops/computers. Laptops/computers are purchased for our students. We issue to our contractors based on what we have available; but our students come first.

Question: Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Central Consolidated School District?

Answer: Therapists will have internet capabilities via district wifi. There are computers/laptops/ipads therapists may use; again, based upon availability. Fax/copy machines are available. Office supplies are available.

Question: Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Therapy Services provided by Central Consolidated School District or the Vendor?

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

Question: Who will be the representative from Central Consolidated School District to determine which materials/equipment are required for the Therapy Services?

Answer: Dr. Eudore Camata, EPO Coordinator, will be the representative to make those determinations.

ADDENDUM 3

RFP 2018-EPO-118

SPEECH LANGUAGE PATHOLOGIST-TELETHERAPIST

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

Answer: Yes. The district will pay for mileage at \$0.04/cents a mile between district locations.

Question: Besides a New Mexico State License and background checks, are there any additional Required Documents for the Therapists to start working at Central Consolidated School District? For Example: TB Test or any other specific immunizations or Certifications.

Answer: We also require our Therapists to have NMPED licensure and Medicaid NPI number for billing purposes.

Question: Will Central Consolidated School District consider a Price Range depending on the candidates' level of experience **or** does the school only want a flat rate?

Answer: Prices will range based on level of experience or skills and not on a flat rate.

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.

Question: Does the school district have an IT lab or classroom with a desktop or laptop computer, high resolution webcam, speakers/microphone, high speed internet, adequate lights, and telephone? (printer is optional)

Answer: There are therapy rooms equipped with video conferencing technology in the schools.

Question: If/When we get awarded, when can we schedule a trial with the school's IT Department to make sure that everything is working properly? Who will be our point of contact in the IT Department?

Answer: Any technical support can be referred to Dr. Eudore Camata to ensure therapists are supported.

Question: Is there a specific web based IEP System and online assignment program that will be provided by the school, so the therapists can complete the progress notes and IEP?

Answer: Yes. TieNet is a system the district uses and will be made available to the therapists.

Question: At some point of the year, the therapist may be requested to attend IEP's, Parents and Teaching Conferences. Will Central Consolidated School District provide us ahead of time the dates that the therapists will need to attend these meetings?

Answer: Yes

Question: Does Central Consolidated School District have paraprofessionals or speech/occupational assistants, as they will need to be present at the time of the service?

Answer: Yes