

## QUESTIONS AND ANSWERS

The following questions have been submitted concerning RFP 190806 Speech Language Pathologist, School Psychologist, Occupational Therapist, and Physical Therapist Services. All questions received in writing by the posted deadline of 12:00 PM, CST, Tuesday, January 22, 2019 are provided verbatim from what was received and have been answered, using blue font color.

It will be the responsibility of the responders to determine what, if any, information from the Questions and Answers provided herein will be applicable in the submission of a proposal for the RFP 190806. As stated in Section V (Proposal Format and Evaluation Criteria) "The submission of a proposal shall be prima facie evidence that the Responder has full knowledge of the scope, nature, nature, quantity and quality of work to be performed; the detailed requirements of the specifications; and the conditions under which the work is to be performed."

### Question #1

Can you tell me if you are willing to accept a proposal/bid for a company that only provides speech-language services?

Per Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format), Number 4 (Program Cost): "In order for a Responder to be considered responsive, an hourly rate must be submitted for at least one (1) category."

### Question #2

What are the prices for each service that you are paying now? Speech Language Pathology, Occupational Therapy, Physical Therapy, Psychology Services

Refer to the answer to question #46.

### Question #3

How many hours in the school day to be billed?

The hours per day will depend on the assignment. Most full-time positions will bill eight (8) hours a day.

### Question #4

Can people work on teacher planning and workdays?

Teach planning and workdays may only be worked with prior permission. At all times, per Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format), Number 4 (Program Cost), "No overtime can be worked, approved or invoiced."

### Question #5

Will Escambia County School District consider contracting teletherapy services for this proposal?

No, the District will only consider services as specified in this proposal at this time.

**Question #6**

Who is/are the current vendor/s?

Refer to the answer to question #46.

**Question #7**

Will this be an exclusive or non-exclusive contract?

This will be a non-exclusive contract.

**Question #8**

Will the contract be temporary staffing, direct hire/permanent recruitment or a combination of both?

Section V (Proposal Format and Evaluation Criteria) of the RFP identifies the program cost as an hourly rate. The RFP is for temporary staffing only.

**Question #9**

What are the bill and pay rates under the current contract?

Refer to the answer to question #46.

**Question #10**

What is the annual budget over the term of the new contract?

The annual cost will vary each year dependent upon the number of vacancies, types of positions to be filled, and the length of the term of the vacancy to be filled.

**Question #11**

How much was spent on temporary staffing services in 2016, 2017 and 2018 YTD (for the services requested under this RFP)?

Annual Spend for Temporary Staffing Services related to this RFP	
School Year	Annual Cost
2016-2017	\$235,904.37
2017-2018	\$499,265.90
2018-2019	\$809,426.00 (Estimate)

**Question #12**

How many temporary employees are currently utilized?

Due to the fluctuations with District staffing and needs, the number utilized changes. An estimation based on current Purchase Order are seven (7) Speech Pathologists and two (2) School Psychologists.

**Question #13**

How many temporary employees will work per category?

The number will vary each school year based on District staffing and needs.

**Question #14**

What is the estimated need of hours per week for temp staff?

Refer to the answer to question #3.

**Question #15**

How many vacancies currently exist?

Category	Current Vacancies
Speech Language Pathology	Six (6)
Psychology Services	Two (2)
Occupational Therapy	Zero (0)
Physical Therapy	Zero (0)

**Question #16**

Will this contract require the payrolling of current employees?

Current District employees will remain District employees.

**Question #17**

Can an MBE / Minority firm self-satisfy the subcontract goals?

Per Section V (Proposal Format and Evaluation Criteria) there is no MBE/ Minority firm subcontract goal.

**Question #18**

Are vendors required to have a local office or will out-of-state vendors be considered?

Please refer to the requirements found in Section V (Proposal Format and Evaluation Criteria), Paragraph, B (Proposal Format), Number 2 (Company Background and Experience), subsection e.

**Question #19**

Is this an SCA contract?

It is unclear what the acronym SCA stands for.

**Question #20**

Is there any mandated PTO or Supplemental benefits/ Living Wage/ Prevailing Wage?

Please refer to Section II (General Terms and Conditions), Paragraph L (Law and Regulations) and Section III (Special Terms and Conditions) Paragraph (Equal Opportunity), H (Compliance with Laws), J (Federal Laws and Regulations), and K (Privacy Regulations).

**Question #21**

What is the average turnover rate per each position/how long to assignments last generally?

Average turnover rate varies from year to year and position type. Assignments can range from short term coverage (i.e. maternity leave) to full year assignments.

**Question #22**

Are the positions going to be subject to any minimum wage increases over the course of the contract?

Refer to the answer to question #20.

**Question #23**

What are the WC codes/job descriptions of each category?

The Workers' Compensation Code for positions listed in the RFP is 8868.

**Question #24**

Do we have to bid on all of the titles?

Refer to the answer to question #1.

**Question #25**

For the resumes, is this for internal key personnel or for the supplemental staff? If for the supplemental staff how many would you like per title? How many resumes would you like per specifications?

Please refer to Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format), Number 2 (Company Background and Experience), subsection d.

**Question #26**

Can the district please clarify how needs for vendors will be disseminated to vendors post award?

As the need for services in the various categories arise, all awarded vendors will be notified of vacancies which the District seeks to fill. Please refer to Section IV (Scope of Work/Services), Paragraphs A (Speech Language Pathologist Services), B (School Psychologist Services), C (Occupational Therapist Services) and D (Physical Therapist Services), Number 3, subsection a.

**Question #27**

Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?

The points will be calculated for each category separately. The calculation will be forty-five (45) points times the lowest price per category divided by the submitted hourly rate and rounded, to a full point, up or down. If a range is provided, then the average of the range will be used for the calculation.

Per Category =  $45 * (\text{lowest price}) / (\text{submitted price})$

**Question #28**

Can the district please provide evaluation criteria, with points or percentages for the determining areas of focus?

Please see Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format).

**Question #29**

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

It is anticipated that the District will engage in a non-exclusive, multiple award contract. The number of awarded vendors will be determined by the number of qualified service providers who respond to the solicitation.

**Question #30**

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

Refer to the answer to question #46.

**Question #31**

What is the expected amount of FTE contract, vendor supplied School Psychologists, SLP’s, OT’s and PT’s utilized during the 2018-19 SY?

Vendor	School Psychologist 2018-2019 Estimate	Speech Language Pathologist 2018-2019 Estimate
Academic Staffing, Inc.		\$100,112.00
Community Rehab Associates, Inc.		\$270,061.00
Kids Talk		\$120,000.00
Landrum Staffing	\$67,466.00	
PPR Education Services		\$48,060.00
Procure Therapy, Inc.	\$102,733.00	\$100,994.00

**Question #32**

Can the district please provide the total amount of FTE contract, vendor supplied School Psychologists, SLP’s, OT’s and PT’s utilized during the 2017-18 SY?

Refer to the answer to question #11.

**Question #33**

Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied School Psychologists, SLP’s, OT’s and PT’s utilized during the 2017-18 SY?

Vendor	School Psychologist 2017-2018	Speech Language Pathologist 2017-2018
CompHealth Medical Staffing		\$290,923.35
Kids Talk		\$60,662.55
Procare Therapy, Inc.	\$63,732.50	\$83,947.50

**Question #34**

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

It is anticipated that the provider will have access to office supplies, test kits and protocol, computers, wifi, and therapy materials as needed to fulfill the responsibilities of this RFP. Additional material, equipment, and technology needs will be reviewed on a case by case basis.

**Question #35**

What travel between schools is expected for these providers?

Most assignments will not have travel between schools in a single day. All positions are considered itinerant. Amount of travel will be dependent upon the needs of the District and number of schools assigned.

**Question #36**

What is the anticipated caseload per therapist per discipline?

A typical caseload for a School Psychologist is four (4) to five (5) schools. A typical caseload for a Speech Language Pathologist is sixty (60) to sixty-five (65) students. A typical caseload for Occupational Therapist and Physical Therapist varies depending upon school assignment and needs of the students assigned.

**Question #37**

How many providers does the district currently anticipate needing?

Refer to the answer to question #13.

**Question #38**

What was the annual expenditure from this contract for the last school year?

Refer to the answer to question #10.

**Question #39**

How many students will be receiving services, by discipline, under this RFP?

The number will vary depending of the needs of District staffing and students.

**Question #40**

In the event that the district will find a permanent employee of the district and our services will no longer be needed, will the district provide the awarded vendor with a 30 day termination written notice?

Please see Section VII (Termination and Remedies).

**Question #41**

How many working days will be in the school year for contracted providers?

It is anticipated School Psychologists will work year round on a similar schedule to other twelve (12) month employees of the District. It is anticipated Speech Language Pathologists, Occupational Therapists and Physical Therapists will work a similar schedule as the ten (10) month instructional staff. Refer to the answer to question # 4 regarding teacher planning days. Refer to Attachment G for a sample of the District's calendar.

**Question #42**

Have your current providers been able to meet all of your needs?

Please see Section I (Introduction and General Information), Paragraph A for the purpose of this RFP.

**Question #43**

How many contracted hours of services were utilized last year?

During the 2017-2018 School year, the District was invoiced for an estimated eight thousand, nine hundred (8,900) hours for Speech Language Pathologist and nine hundred eighty (980) hours for School Psychologist.

**Question #44**

Does the district provide the equipment/materials to be used for services?

Refer to the answer to question #34.

**Question #45**

How much lead-time will selected agencies have to prepare for interviews?

Refer to the answer to question #26.

**Question #46**

Please provide a list of current vendors, respective rates, and how many providers were provided by your current vendors.

<b>Current Vendor (Category)</b>	<b>Current Rates</b>	<b>Number of Providers</b>
Academic Staffing, Inc. (SLP)	\$64.00	One (1)
Community Rehab Associates, Inc.	\$66.75	Three (3)
Kids Talk (SLP)	\$57.50	As Needed
Landrum Staffing (School Psychology)	\$48.31	One (1)
PPR Education Services (SLP)	\$65.00	One (1)
Procure Therapy, Inc. (School Psychology and SLP)	\$65.00	Two (2)

**Question #47**

Are therapists required to utilize a service log to notate direct and indirect services hours?

Yes, please review the requirements of Section IV (Scope of Work/Services).

**Question #48**

Is the district open to new graduates? Will the district provide supervision for new graduates?

At the discretion of the District level administrator and depending on district needs and supervisory staff available, the District is open to new graduates and will provide supervision if able to.

**Question #49**

How many Physical Therapists do you anticipate needing? Which Vendor is currently providing the services? What are the current vendors rates?

Refer to the answer to question #13 for the anticipated need. Refer to the answer to question #46 for the current vendor with rates.

**Question #50**

How many Occupational therapists do you anticipate needing? Which vendor is currently providing the services? What are the current vendors rates?

Refer to the answer to question #13 for the anticipated need. Refer to the answer to question #46 for the current vendor with rates.

**Question #51**

How many Speech Language Pathologists do you anticipate needing? Which vendor is currently providing the services? What are the current vendors rates?

[Refer to the answer to question #13 for the anticipated need. Refer to the answer to question #46 for the current vendor with rates.](#)

**Question #52**

How many school psychologists to you anticipate needing? Which vendor is currently providing the services? What are the current vendors rates?

[Refer to the answer to question #13 for the anticipated need. Refer to the answer to question #46 for the current vendor with rates.](#)

**Question #53**

What is the typical caseload for therapists?

[Refer to the answer to question #36.](#)

**Question #54**

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

[Refer to the answer to question #36.](#)

**Question #55**

How many working days for therapists each school year?

[Refer to the answer to question #41.](#)

**Question #56**

In regards to billable hours:

1. Are IEP meetings billable?

[Per Section IV \(Scope of Work/Services\), Paragraphs A \(Speech Language Pathologist Services\), B \(School Psychologist Services\), C \(Occupational Therapist Services\) and D \(Physical Therapist Services\), Number 2, IEP meeting are billable within the typical work day.](#)

2. Are orientation sessions, professional development and other district-sponsored meetings billable?

[Per Section IV \(Scope of Work/Services\), Paragraphs A \(Speech Language Pathologist Services\), B \(School Psychologist Services\), C \(Occupational Therapist Services\) and D \(Physical Therapist Services\), Number 2, orientation sessions, professional development and other district-sponsored meetings are billable within the typical work day. The District often offers CEU events free to providers. Contracted providers are welcome to attend CEU events. However, contracted providers will not be paid to attend these events.](#)

3. Are we allowed to bill for paperwork and documentation?

Paperwork and documentation required per Section IV (Scope of Work/Services), Paragraphs A (Speech Language Pathologist Services), B (School Psychologist Services), C (Occupational Therapist Services) and D (Physical Therapist Services), Number 2 that is completed within the typical work day is billable.

4. Are we allowed to bill for mileage and travel between school sites?

Per Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format), Number 4 (Program Cost), "The pricing should be a fixed cost and all inclusive". Travel time between schools in one (1) calendar day is allowable.

5. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)

The hours per day will depend on the assignment. Most full-time positions will bill eight (8) hours a day.

#### **Question #57**

On what date do you anticipate making this award and notifying vendors of the award status?

Refer to Section II (Special Terms and Conditions), Paragraph W (RFP Tabulations, Recommendations, and Protest) for information of the award status.

#### **Question #58**

Who are the current vendors for OT,PT, PSY and SLP services?

1. Please provide the current bill rate by vendor.
2. Please provide the # of FTEs (full time equivalents) by vendor

Refer to the answer to question #46.

#### **Question #59**

Have your current vendors been able to meet all of your current OT, PT, SLP, PSY needs?

Refer to the answer to question #42.

#### **Question #60**

How many OT's, PT's, SLP's and School Psychologists does the district have on staff?

The district employees thirteen (13) School Psychologists, eleven (11) Occupational Therapists, eight (8) Physical Therapists, and sixty-two(62) Speech Language Pathologists.

**Question #61**

How many OT,PT, SLP, PSY openings does the district anticipate filling with this RFP?

[Refer to the answer to question #13.](#)

**Question #62**

Are resumes required with the proposal submission or is it acceptable to submit upon award?

[Refer to the answer to question #25.](#)

**Question #63**

Is the district open to contracting for part-time therapists?

[The District preference is full-time but may accept part-time therapists, at the discretion of the District level administrators, based on District needs.](#)

**Question #64**

Who is responsible for purchasing assessment equipment and supplies in order to provide services?

[Refer to the answer to question #34.](#)

**Question #65**

Is the district open to a blended therapy model?

[Definition of “blended therapy model” is not clear.](#)

**Question #66**

What are the district’s payment terms?

[Please refer to Section II \(Special Terms and Conditions\), Paragraph E \(Terms of Payment/Invoicing\).](#)

**Question #67**

Do you know if the General Terms and Conditions in the RFP are negotiable?

[Please see Section VI \(Evaluation Criteria and Award\), Paragraph B \(District’s Rights and Reservations\).](#)

**Question #68**

Within the Responder’s Checklist, the entire RFP document is listed as “Requested” along with attachments within the RFP. Would Escambia County School District like an entire blank RFP attached to the proposals?

[Please refer to Section V \(Proposal Format and Evaluation Criteria\) for submission requirements.](#)

**Question #69**

How many SLPs, School Psychologists, OTs and PTs does the Escambia School District anticipate needing to contract for the 2019-20 school year, and how many for the duration of 2018-19?

[Refer to the answer to question #13.](#)

**Question #70**

Who are your primary vendors currently for the disciplines on this RFP and what are the current rates charged by each vendor?

[Refer to the answer to question #46.](#)

**Question #71**

What is the annual volume of therapy services required by each discipline (PT, OT, SLP) in hours or FTE count?

[Refer to the answer to question #10.](#)

**Question #72**

What is the current hourly pricing per discipline (PT, OT, SLP)?

[Refer to the answer to question #46.](#)

**Question #73**

Escambia wants 1 original and 5 copies of the bid. The price sheet is supposed to be in its own envelope. Do you want only 1 price sheet or 6 price sheet?

[Please refer to Section V \(Proposal Format and Evaluation Criteria\) for submission requirements.](#)

**Question #74**

How many job orders are available for each discipline?

[Refer to the answers to questions #10 and #15.](#)

**Question #75**

What are some of your Special Education pain points?

[This question has been deemed outside the scope of the current RFP Proposal. Upon award, it is expected the District Point of Contact would communicate specific needs.](#)

**Question #76**

What rate(s) do you currently pay per hour for each discipline?

[Refer to the answer to question #46.](#)

**Question #77**

Do you prefer a flat rate or a rate range?

The District prefers a rate range for consideration of skill and experience level. Please refer to Section V (Proposal Format and Evaluation Criteria), Paragraph B (Proposal Format), Number 4 (Program Cost).

**Question #78**

Is the district allowing teletherapy services?

[Refer to the answer to question #5.](#)

**Question #79**

Do you want candidate resumes included?

[Refer to the answer to question #25.](#)

**Question #80**

Who are the current vendors providing services to the district?

[Refer to the answer to question #46.](#)

**Question #81**

What are the current bill rates for each of the vendors?

[Refer to the answer to question #46.](#)

**Question #82**

How many therapists have each of your vendors provided to the district?

[Refer to the answer to question #46.](#)

**Question #83**

Approximately how many SLPs, OTs, PTs, PSYCHs does the district anticipate needing for the upcoming school year?

[Refer to the answers to questions #10 and #15.](#)

**Question #84**

Will the positions be full-time or part-time?

[Refer to the answer to question #63.](#)

**Question #85**

How many hours in a work day?

[Refer to the answer to question #3.](#)

**Question #86**

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

[Refer to the answer to question #29.](#)

**Question #87**

Do you allow Clinical Fellows?

[Clinical Fellows will be accepted, at the discretion of the District level administrator, based upon experience and skill level of the candidate and the District ability to supervise at that time.](#)

**Question #88**

Will the school district accept bids if a responder does not provide services in all areas listed under this RFP? re: If a responder does not provide physical therapy services we should write "no bid" under that section, correct? If that same responder does provide the other 3 services will they be considered for those areas of service?

[Please refer to Section V \(Proposal Format and Evaluation Criteria\), Paragraph B \(Proposal Format\), Number 4 \(Program Cost\).](#)

**Question #89**

If the CPI is negative can the district request a decrease in the rate?

[Please refer to Section V \(Proposal Format and Evaluation Criteria\), Paragraph B \(Proposal Format\), Number 4 \(Program Cost\).](#)

**Question #90**

Does the district anticipate this being a single vendor or multi-vendor award?

[Refer to the answer to question #29.](#)

**Question #91**

How many members will be on the evaluation committee? What departments within the district will be represented on the evaluation committee?

[There are currently four \(4\) members of the evaluation committee. The District feels that the departments represented on the evaluation committee is relevant to the submission of Proposals for this RFP. Communication about this RFP must be compliant with the requirements listed throughout the RFP.](#)

**Question #92**

In reference to page 25, letter H: If the awarded vendor uses 1099 contractors to provide services under this RFP, and future contract with the district, would those individual contractors fall underneath the provisions listed under this section of the RFP?

If the awarded vendor will be issuing a 1099, then the person would be classified as a subcontractor.

**Question #93**

In reference to page 24. section VII, letters A and B: We just want to make sure we completely understand the termination clauses listed in the RFP. Section A states that the district can terminate the agreement with an awarded vendor and any time, for any reason without penalty, correct? Section B requires the awarded vendor to give 90 days notice prior to termination, correct?

It is not clear what needs to be clarified. The termination and remedies are as set forth in Section VII (Termination and Remedies).