

ADDENDUM 1
RFP: 17/18-4 SPECIAL EDUCATION SUPPORT SERVICES

1) How many positions or therapy hours do you anticipate will need to be filled under this contract, for OT, SLP, psychological evaluation, BCaBA, BCBA and PT services?

Answer: This is based on student need and ability to hire directly.

2) What was the typical duration of contracted services in the last school year?

Answer: One school year

3) What are the total weekly work hours for therapists in the district?

Answer: 37.5 hours

4) What are the contracted bill rates for these services under the current contract?

Answer: \$61-\$74 per hour

5) Has the district considered teletherapy as an option under this contract? Has the district used teletherapy in the past?

Answer: We have not utilized teletherapy in the past and will only if positions are unfilled.

6) Will the district accept Clinical Fellows, PTAs and COTAs under this contract?

Answer: Yes

7) Does the district provide protocols and assessments for speech and language therapy?

Answer: Yes

8) Does the district accept a price range to accommodate the experience of our clinicians for the proposed bill rate or should the proposed bill rate be a fixed flat rate?

Answer: This is negotiable.

9) Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best effort basis upon contract award?

Answer: Vendors will recruit based on need.

10) Do you anticipate awarding to one or multiple vendors? If multiple, how many?

Answer: As many as needed.

11) How many schools are typically on an SLP, OT and/or PT caseload?

Answer: No more than 3.

12) Is the OT, PT and SLP expected to travel between schools to provide services?

Answer: Yes

13) Would the district pay for mileage traveling between school campuses on the same day? If so, what will the district IRS Standard Rate?

Answer: Yes

14) What information does Highline Public Schools No.401 need/require for us to ensure our financial conditions?

Answer: A service agreement with insurance and all other services agreed to.

15) Should the awarded agency provide satisfactory performance for the remained of the school year, would they be offered a contract renewal for the following year, or would it go back out for bid?

Answer: This will be considered on an as needed basis for each school year.

16) Is Minority Business/Participation commitment required?

Answer: No

17) What is the expenditure available or projected for this RFP contract?

Answer: We meet the requirements of the contract with individual therapists agreed to upon hire.

18) Do you require resumes to be sent with the RFP or is it acceptable to provide resumes once awarded and the needs are presented?

Answer: Resume's should not be included with the RFP.

19) What is the anticipated date of award?

Answer: After August 14, 2018

20) How will vendors be notified of award?

Answer: Email or mail

21) Can you clarify the Response Sheet? Are we only required to respond to each section with a "brief description of personal or agency qualifications?"

Answer: Only to the areas that apply to your agency.

22) Do you require any specific information? (I.e. history of firm, technical specifications, professional development, scope of work, etc.)?

Answer: Any information you wish to provide will be helpful—particularly what credentials and qualifications your agency requires.

23) Do you require bidders to include references?

Answer: No

24) Do you require resumes of potential therapists/service providers to be included in the bid submission?

Answer: No. We will hire based on need and won't require resume's if there isn't a need for a therapist or staff member.

25) Who are the current vendors providing services?

Answer: Connections' Behavior Planning and Intervention, Community Cares, Hopeful Hands

26) What are the current hourly rates by specialty?

Answer: They range from \$62-80 per hour for therapists. \$300-\$350 per day for registered Behavior Techs.

27) How many full-time positions by specialty are contracted?

Answer: Typically not more than 6

28) Are your current vendors meeting your needs?

Answer: Yes

29) Do you provide therapy/testing materials to therapists?

Answer: Yes

30) Do you provide access to laptops/computers for therapists?

Answer: Yes—dependent on building or office specific technology

31) Would you consider working with an online therapy provider?

Answer: Only if we have considered all other options in hiring personnel directly.

32) How would you work with an online therapy solution?

Answer: This would be a collaborative effort between the district and provider.

33) How do you assign caseloads/assignments across multiple awarded vendors?

Answer: Assignments are based on staffing needs and availability of staff.

34) What is the process for distributing the caseload/assignment across multiple vendors?

Answer: Staffing would be assigned on a case by case basis.

35) How are the Evaluation Criteria weighted?

Answer: Services provided, credentials required for staff, cost of services and ability to staff in Washington State.

36) What is the duration of the contract?

Answer: Per school year

37) What is the estimate of total therapy hours required for this contract?

Answer: Unsure as this is based on need yearly

38) What is the number of available full-time positions per discipline? How many positions do you typically contract per discipline?

Answer: We typically contract no more than 5 positions for SLP's, OT/PT's and Psychologists per year.

39) What is the total annual expenditure of the current contract for the 15/16 SY and 16/17 SY YTD

Answer: This is dependent on the number of service providers. Bill rates ranged from \$61-\$80 per hour for therapists. Our contracts with Behavioral agencies ranged from \$220,000 to \$650,000. These agencies provided support to students with challenging behavior throughout the district through registered Behavior Techs and BCBA's.

40) What is the typical caseload size for providers?

Answer: This is decided by contract negotiations-SLP caseload is 35. OT/PT caseload is 31. Psychologist's caseload is a 950:1 ratio

41) How many school sites are typically on a provider's caseload?

Answer: No more than 3

42) Is the district interested in bilingual providers? If yes, which languages?

Answer: Yes. Spanish is our main language of need.

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

Answer: Multiple as needed

44) Will each discipline be awarded to a single vendor?

Answer: This is based on need

45) How many contracts do you think you will award as a result of this solicitation?

Answer: This is based on need and will be determined as needs are assessed

46) Are you currently using contractors to provide services referenced in this bid? If so, please provide the current billing rates per discipline.

Answer: Yes \$61-\$80 per hour for therapists

47) Is it acceptable to bid on a few disciplines but not all of them?

Answer: Yes

48) How many hours are in the standard work week for full-time positions?

Answer: 7.0-7.5

49) How many working days for therapists each school year?

Answer: Up to 181

50) Are candidate resumes and credentialing required as a part of this bid? If so, is it permissible to submit resumes and credentialing of potential candidates after the contract is awarded? This will avoid the issue of a submitted candidate being unavailable at the time of award. If not, are representative certifications from members of our current therapy staff, who could potentially be assigned depending on the timing of a staffing request from you, be acceptable?

Answer: No

51) In regards to billable hours:

a. Are IEP meetings billable?

Answer: Yes, if they are held outside of contracted hours

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

Answer: Depending on need

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

Answer: No—this should be done during contracted hours

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

Answer: Yes