BISD
Preparing Our Next Generation

Office of Business and Finance

RFP 24.02 –Occupational Therapy Services
Addendum No. 1 – Q&A

24.02 Questions	Answer
Is a local office required? Is there a preference for local vendors?	No. No.
Are you looking for a particular number of FTE supports for your students? If so, how many?	Enough to cover approximately 4 campuses and 170 students.
Are you open to teletherapy?	Open, prefer in person
Are you currently working with any agencies providing Occupational Therapists (OT) services to your District?	Yes
Do you require that clinician resumes and/or licensure be submitted with the proposal or after award?	Yes. Please reference page 10 in the RFP documents.
How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?	Approximately 8 hours per day.
How many work days are they assigned for the school year?	Approximately 180 days.
How will vendors be notified of award?	Email
Do you anticipate awarding one or multiple vendors?	multiple
Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?	Yes, but the District has never had to provide in the past.
Will assigned therapists have access to computers/ laptops and printers provided by your schools?	Yes, but the District has never had to provide in the past.
Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?	No
Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?	All billable hours are at the discretion of the vendor. Please make sure to list all pricing on the proposal form.
Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?	Yes, expected travel and should be included in hourly pricing.

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Beaumont, TX 77706
p 409-617-5000
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Will the district accept electronic signatures on documentation?	Yes.
Can pricing increase during the 4-year term of the contract?	If an increase is possible over the 4 year term, please include the percentage of increase in the "other" section of the proposal form. Otherwise, the District will assume the rate will stay the same.
The district requires 3 copies of our submittal, is this 1 original and 2 copies?	Yes.
May we ship all of our responses together to the district (SLI, OT, PT, LSSP, and/or SLP)?	They can be shipped together but must be sealed and labeled with the RFP number on the outside to identify each submission.
Will the district accept contract exceptions or modifications?	Any exceptions or modifications will need to be included in the "other" section of the proposal form. If not included, the District will assume that all terms and conditions are agreed to.
What role will be generally overseeing this role?	Director/Supervisor
Will those roles be responsible for writing protocols, policies, or procedures?	Occupational Therapists will follow BISD policies and procedures
Would the district consider mutal indemnification or slight modification of indemnity language?	Any exceptions or modifications will need to be included in the "other" section of the proposal form. If not included, the District will assume that all terms and conditions are agreed to.
We cannot provide training to teachers and staff. Is this acceptable to the district?	Yes.
We cannot provide home-bound services. Is this acceptable to the district?	Yes.

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