

REQUEST FOR PROPOSAL - JANUARY 6, 2023
OCCUPATIONAL & PHYSICAL THERAPIST AND SPEECH SERVICES

QUESTIONS AND ANSWERS

1. How many vendors is the district currently using for the services requested in this solicitation?

Austill's, PTS, Therapy Source for the majority of the students and less than 5 students are receiving private services.

2. Can you provide details on which vendors are providing the contracted services, the rates per discipline, and the number of vacancies that need to be filled?

a. OT/PT - Austill's

**Speech - NP employees and contract with PTS and Abington
Speech for ESY**

- b. \$60.80 per hour OTR & PT per hour,
\$51.00 per hour COTA & PTA per hour,
\$68.68 speech per hour**

c. Vacancies:

For speech, we have a .6 vacancy and a resignation for a 1.0 staff member effective 4/14/2023.

3. What is the current amount of full-time, vendor supplied for COTA, PTA, and Speech professionals?

4 COTAs

1 PTA

27 full-time SLPs - one of these positions is currently vacant

2 .6 SLPs - one position is currently vacant

4. How long have the incumbent suppliers held this contract?

Austill's has been a vendor for approximately 12+ years.

5. In reference to Page 9, number 2 of RFP, can the district please offer clarification on the following questions about the table:

a. Second Column:

Can the district please clarify the number of FTEs needed, per modality?

Speech - 27 full-time, two .6 positions

OT/PT - see current staffing list linked below.

(Please see document titled OT/PT FTE List)

b. Third Column:

Can the district please clarify if you are looking for number of candidates who are in the database, but not yet active?

Not sure what this question is asking.

6. What is the average student caseload, per provider?

This is extremely variable based on the needs of the students. The limit for speech therapists is 65 per SLP.

(Please see document titled Caseload Information)

7. How many hours per day and per week is a full-time position?

7.5 hours per day, five days per week, with a 30 minute lunch and 45 minute preparation period per day.

8. How many billable hours per week is a full-time position?

There are 6.5 hours in a student day, which would be the maximum number of billable hours per day.

9. How many billable hours are in a typical school day?

There are 6.5 hours of total time in the school day, with a 30 minute lunch and 45 minute preparation period included in that time.

10. How many references does the district require?

AT LEAST FIVE (5) REFERENCES ARE REQUIRED

11. If a vendor is working with over 100 districts in the state of PA, is the district willing to accept a list of all current clients, and references from top three (3) clients with whom similar services are being provided?

YES

12. What travel between schools is expected for these providers?

If therapists are split between buildings, they are expected to travel between buildings. Most speech therapists are only split between two buildings. OTs and PTs are split between multiple buildings.

13. Is mileage reimbursed between these schools when they travel?

The District will not provide mileage reimbursement for contractors assigned to travel between buildings.

The District does reimburse mileage to District employees.

14. Please clarify the reporting structure for Supervision of contract staff within the district?
What position provides clinical supervision within the district?

Contracted staff report to the supervisor of special education who oversees related services.

15. Who, from the district, will provide oversight and supervision of contracted clinical personnel?

Michelle Kusturiss - Elementary Speech Department Chair

Kelli Velazquez - Secondary Speech Department Chair

16. Will the district accept SLP- Clinical Fellows (CFYs)?

Yes, if they are in a program, and meet our requirements for ACCESS billing.

17. If yes, can the district clarify that supervision will be provided by the district?

Yes, depending on the circumstances.

18. In reference to Page 3, Section 2, Termination of Agreement; would the district be open to removing the language that speaks to the Vendor covering the school's costs to establish new services, in the event of termination before expiration?

No, the District is not willing to revise the language regarding the cost to the vendor establishing new services.

19. In reference to Page 5, Section II, Scope of Services; since we would be providing our personnel to work in the Districts facility, would the district be open to revising their language to state the District is responsible for providing materials, technology, and office supplies at their location?

No, the District will not revise any language regarding responsibility for providing materials, technology, and office supplies at their location.

20. If no, can the district please describe, in detail, all supplies, equipment, and materials vendors are expected to provide to contracted staff?

We do not have a specific list.

21. Is the district requesting individual resumes for key internal staff, or only school-based contracted employees?

We would like the option to request resumes for all staff.

22. Is the district willing to accept blinded resumes for contracted employees, with personal information removed?

The District is willing to accept resumes with home addresses, personal phone numbers, and personal email addresses redacted.

23. Is the District willing to consider revisions to the insurance to align with industry standards?

No, the District is not willing to revise the insurance policy to align with industry standards. The District has requirements that are in place for the purpose of safeguarding students and complying with state and federal laws regarding educating and serving those students.

24. Do we only submit the 3 attachments, Attachment A, Attachment B, and Attachment C, or do we submit these attachments as well as provide responses to the Scope on page 5 as well?

All areas and attachments of the RFP should be completed and submitted.

25. What is the total budget/expenditure allotted for this RFP?

Student needs are separate from budgeted expenditures. We have an OT/PT and speech budget for materials and items for specific students and testing materials for SLPs.

26. Is the district willing to accept separate pricing proposals for ESY assignments?

Submit your response as best seen to fit the proposal request. If you wish to submit an alternative solution in addition to what is being requested, that is your discretion.

All requests will be reviewed and scored according to the rubric listed in the RFP request in section 3 on page 4.

27. Can we provide pricing ranges on select disciplines?

Submit your response as best seen to fit the proposal request. If you wish to submit an alternative solution in addition to what is being requested, that is your discretion.

All requests will be reviewed and scored according to the rubric listed in the RFP request in section 3 on page 4.

28. Can the vendor bill separately for Clinical supervision if required?

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All requests will be reviewed and scored according to the rubric listed in the RFP request in section 3 on page 4.

29. Please clarify Medicare/Medicaid Billing: Will the vendor be required to bill Medicaid with direct reimbursement going to the vendor through the vendors Medicaid billing number? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid?

The District will require the vendor to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid.

30. What is the expectation and frequency for on-call needs?

We do not expect contractors or SLPs to work outside of the school day, so there should be minimal on-call needs.

31. What is expectation and frequency for replacing a candidate that is ill/calls off?

SLPs and OTs/PTs can make up sessions when they return. The sessions are written on a trimester basis, which provides some flexibility for make-up sessions.

However, depending on length of illness and absence, the District reserves the right to require staffing replacements and the needs of our students will set the precedence for staffing requirements.

32. Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?

Contractors and employees are expected to get their fingerprints done on their own. There have been times that we have provided access to these services.

Yes, we provide badges. Once a badge is provided, they can start immediately.

33. Are IEP and 504 documents, plan documents, and students records kept in an online system or hard copy at the district? What system?

IEPs and 504s are available in hard copy in the student file, and are also uploaded to our online system, Infinite Campus.

34. Does the district provide student logs, documentation forms, etc?

Therapists can either use their own forms or a template that the district provides. OTs and PTs generally use their own forms.

35. In the RFP, under the Scope of Services, it states Vendors are required to provide any materials, technology, and office supplies which are person in nature. Do computers, printers, PPE, etc fall under this?

Computers, printers, and PPE do fall under the referred-to section and will not be supplied by the District.

36. The RFP also mentioned related service providers may use district testing materials and protocols. Does this include all necessary assessments, testing kits, protocols/scoring sheets? In unexpected situations, would this differ for teletherapy/remote services?

SLPs are provided testing materials and protocols through the District. OTs and PTs should receive testing materials and protocols through their company.

37. Do you accept new graduates if the vendor provides mentorship?

North Penn does allow for internship hours for college requirements.

38. Are bidders allowed to take exceptions with this opportunity?

No.

39. Is there a specific format our proposal narrative must follow? Or are we to only answer the questions as listed in Attachment B?

All areas and attachments of the RFP should be completed and submitted accordingly.

40. In Attachment D, do the OT, PT, and SLP total hours include indirect time?

Yes, the total amount of hours in the schedules include indirect and direct time.

41. #2 Attachment B, do you want to include the number of FTE therapists needed for ESY in a separate column by discipline as there is no column listed?

Yes.

42. Combining ESY Service hours with the regular school year hours will produce inaccurate results.

Please separate the ESY service hours from regular school hours.

43. The current market for school-based therapists can vary greatly due to experience and demand vs supply of therapists. We prefer to provide an hourly rate range to include a basement and ceiling rate. Is this acceptable for the RFP response?

Submit your response as best seen to fit the proposal request. If you wish to submit an alternative solution in addition to what is being requested, that is your discretion.

All requests will be reviewed and scored according to the rubric listed in the RFP request in section 3 on page 4.