

RFP ADDENDUM # 2

Date: 10/10/2018

RFP No. 19-003-23

Material and/or Service: Special Education Contracted Therapy Services

RFP Due Date: October 19, 2018

Time: 2:00 p.m., Local Time



Opening Location: Vail Education Center
Attention: Tori Gamble, Purchasing Department
13801 E. Benson Highway, Suite B
Vail, Arizona 85641

Please read the following comments and change your response if applicable. Sign and include a copy of this addendum in your response. This RFP is amended as follows:

1. Is the District looking for independent contractors or staffing agencies?

The District is looking for independent contractors.

2. If the firm is not located in AZ, will that prohibit the firm from being awarded?

The awarded agencies must be able to physically attend sites throughout the Vail Unified School District. The District has school sites located in Tucson and Vail, Arizona. Tele-therapy services will not be considered.

3. Is the District's needs full-time, part-time, or PRN?

The District's current immediate need is for one part time Physical Therapist.

4. Is the District looking for additional services on this bid (other services) for Special Education, ie Psychology, BCBA, Behavior?

The District is only looking to award the services outlined in the RFP (RFP page 29, Scope of Work, Requested Services).

5. Is the District interested in online management systems to help with the contracted therapy services?

Tele-therapy services will not be considered (RFP page 29, Scope of work).

6. Can the District please clarify how needs for contractors will be disseminated to vendors post award?

The District will disseminate contracts by vendor availability, cost and location.

7. When and how will the firms be notified when awarded contracts are announced?

The recommendation will go to the Governing Board for approval on November 13, 2018. Awarded vendors will be notified the week of award.

8. How many firms does the district expect to award a contract to for the Speech Therapist, Occupational Therapist and Physical Therapist requested in this solicitation?

The number of firms awarded will depend on the number of responses received. However, the District anticipates awarding no more than three (3) firms for each category listed in the Scope of Work (RFP, page 29).

- 9. What is the expected amount of Full Time Equivalent (FTE), vendor supplied Speech Therapist, Occupational Therapist and Physical Therapist, needed for this contract?**
No volume is implied or guaranteed for this solicitation (RFP, page 29, Scope of Work). The current immediate need for the District is one part-time Physical Therapist.
- 10. Can the district please provide the total amount of FTE vendor supplied Speech Therapist, Occupational Therapist and Physical Therapist, utilized during the 2016-17 and 2017-18 SY?**
For the 2016/2017 fiscal year, the District contracted one full time Physical Therapist. For the 2017/2018 fiscal year, the District contracted one full time Physical Therapist and one part time Speech Therapist.
- 11. Who are the current vendors for Speech Therapist, Occupational Therapist and Physical Therapist?**
In the 2018/2019 fiscal year, one contracted vendor is currently being utilized by the Vail Unified School District. The vendor, ProCare Therapy, is currently providing Physical Therapy services under a Washington Elementary School District cooperative contract, RFP #15-005: Special Education Services.
- 12. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?**
Vendor rates are per the vendor's S.A.V.E. cooperative contract. Currently the District is utilizing the Washington Elementary School District RFP #15-005 for Special Education Services. The rates under this contract for Physical Therapy range from \$60.00 - \$66.00 per hour.
- 13. What is the procedure for awarding positions?**
Once the Governing Board approves the award of the solicitation, the positions will be filled based on vendor availability, cost and location.
- 14. Who will be the concerned person to award the positions?**
Kathleen McNaboe, Director of Special Education, and Michelle Wood, Assistant Director of Special Education, will be the concerned persons to fill the positions.
- 15. What does the written order to the Contractor look like?**
The written work order to the Contractor would be an approved Vail Unified School District issued Purchase Order. The terms of the Purchase Order and Request for Proposal would constitute as the contract.
- 16. How far in advance of the Stop Work Order start date is the Contractor notified?**
The School District reserves the right to terminate the contract, in whole or in part at any time, when in the best interest of the School District without penalty recourse (RFP, page 16, D). If immediate action is not necessary, the District will typically provide the firm at least two week notice, ten (10) business days.
- 17. Would the School District / Public Entity also notify the Offeror and would that arrive in advance of the Stop Work Order start date?**
Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all Subcontractors of the effective date of the termination and minimize all further costs to the School District (RFP, page 16, D).

18. Have the current providers met your needs for Special Education Therapy Services?

No, additional needs still need to be met.

19. What are the total numbers of contracted therapists providing services in the district during the 2017-2018 school year?

For the 2017/2018 fiscal year, the District contracted one full time Physical Therapist and one part time Speech Therapist utilizing a S.A.V.E. cooperative contract.

20. Has the District had any open or unfilled positions during the 2017-2018 school year?

Yes. The current immediate need for the District is for a part time Physical Therapist.

21. How many contracted employees work full-time during the 2017-2018 school year? How many contracted employees work part-time?

For the 2017/2018 fiscal year the District contracted seventeen (17) full time Speech Therapist, two (2) full time Occupational Therapist, and one (1) part time Physical Therapist. These were contracted employees of the District, these were not contracted vendors.

22. Approximately how many therapists does the district anticipate needing for the upcoming school year?

The current immediate need is for one part time Physical Therapist. This position would be required 2.5 days per week, an estimated 20 hours.

23. Will these positions be full-time or part-time?

The current immediate need is for one part time Physical Therapist.

24. Do you allow assistants or Clinical Fellows?

The District is only looking to award the services outlined in the RFP (RFP page 29, Scope of Work, Requested Services). The Scope of Work does include Physical Therapy Assistant, Occupational Therapy Assistant and Speech Therapy Assistant.

25. Will the district provide the CF Supervision, or is the company expected to provide it?

The company would be expected to provide any supervision required.

26. Do you have an estimate of total therapy hours required? If hours for the next school year have not been determined, could you provide us with the total therapy hours that were required this school year?

The current immediate need is for one part time Physical Therapist. This position would be required 2.5 days per week, an estimated 20 hours.

27. Will each company awarded a contract have an equal opportunity to provide candidates for open positions, or will the companies with the lowest bill rates get first opportunity to place candidates?

The District will utilize the contract based on vendor availability, cost and location.

28. What was the annual expenditure for all services during the 2017-2018 school year?

The total annual expenditure for vendor contracted Physical Therapy and Speech Therapy for the 2017/2018 fiscal year was \$142,002.41

29. How many hours are there in a work day? Work week?

Vail Unified School District full time employees works 8 hours per day, 5 days a week.

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

It is anticipated that a contract under this RFP will be awarded to multiple Offerors, based on quality, price and availability. (RFP page 21, #14)

31. Will each specialty be awarded to a single vendor?

The number of firms awarded will depend on the number of responses received. However, the District anticipates awarding no more than three (3) firms for each category listed in the Scope of Work (RFP, page 29).

32. How many contracts do you think you will award as a result of this solicitation?

The number of firms awarded will depend on the number of responses received. However, the District anticipates awarding no more than three (3) firms for each category listed in the Scope of Work (RFP, page 29).

33. Do you require resumes of potential therapists to be submitted with the proposal or upon award?

Resumes are not required to be submitted with the RFP response. However resumes may be requested at the time of service.

34. While the services are to be as-needed, what would be the average weekly hours of service for the OT, COTA, PT, PTA, SLP, and/or SLPA? For example: Full-time 37.5 hours per week (7.5 hours per day) billable.

The current immediate need is for one part time Physical Therapist. This position would be required 2.5 days per week, an estimated 20 hours.

35. How many working days would the OT, COTA, PT, PTA, SLP, and SLPA typically work during the school year (For Example: 180 days or less)?

The therapist would only be working when school is in session, 180 days or less.

36. What would be the average student caseload and number of schools served by the OT, COTA, PT, PTA, SLP, and SLPA?

The caseload varies and can range from twenty (20) – sixty (60) students, distributed between one (1) – fifteen (15) sites.

37. Would you consider other certified therapy assistants such as a CFY?

The District is only looking to award the services outlined in the RFP (RFP page 29, Scope of Work, Requested Services).

38. To confirm per pg. 36, do you require the vendor to put the Technical Proposal and Cost Proposal on the USB Flash drive OR do you require only the technical proposal on the USB?

The electronic copy must contain the complete proposal, to include the cost proposal information (RFP, page 1 and page 36, #2.3).

39. Are you requiring vendors to submit a proposal response for all service categories OR can the vendor just submit to categories of services they will provide?

Vendors are only required to submit responses for services provided by their firm.

40. Per pg. 37 regarding the Tab 3 Professional References, would the district also accept signed Performance Evaluation Surveys as part of the requested reference letters?

Yes evaluation surveys will be accepted. The vendor contact information must clearly be identified on the survey.

- 41. 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?**
No guarantee is required.
- 42. Can the vendor incur any penalties or be liable for any damages for not having a OT/COTA/PT/PTA/SLP/SLPA available upon your school's request in a timely manner or would your school terminate the RFP contract with the vendor?**
No penalties will be assessed. The basis for the multiple award is for the District to have alternative options.
- 43. If Vail Unified School District No. 20 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?**
Two week notice, ten (10) business days, would be given.
- 44. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?**
The District will furnish the equipment, materials and supplies necessary to properly perform the requirements under this contract and the scope of work. (RFP, page 26, #29)
- 45. Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Vail Unified School District No. 20?**
Yes, the District will furnish the equipment, materials and supplies necessary to properly perform the requirements under this contract and the scope of work. (RFP, page 26, #29)
- 46. To confirm per pg. 26, are the Testing/Evaluation Materials to complete the provision of therapy services provided by Vail Unified School District No. 20 OR the Vendor?**
The District will furnish the equipment, materials and supplies necessary to properly perform the requirements under this contract and the scope of work. (RFP, page 26, #29)
- 47. Who will be the representative from Vail Unified School District No. 20 to determine which materials/equipment are required for the therapy services?**
Kathleen McNaboe, Director of Special Education, and Michelle Wood, Assistant Director of Special Education.
- 48. Would the district pay for mileage traveling between school campuses on the same day? If so, what will be the district IRS Standard Rate?**
Travel time between sites is included as part of the billable work day, however mileage is not a reimbursable expense under this contract (RFP, page 29. Scope of Work).
- 49. Will Vail Unified School District No. 20 consider an all-inclusive hourly price rate range depending on the candidates' level of experience OR does the district only want a fixed flat hourly rate for service?**
The District is requesting a fixed flat hourly rate.
- 50. Is this a cooperative purchase request or is the RFP only for VUSD?**
This request is written solely for the Vail Unified School District.
- 51. The solicitation submission deadline has been extended to Friday October 19, 2018.**

52. Recommendation to Governing Board date revision (RFP page 4, calendar). The solicitation will be brought to the Governing Board Tuesday, November 13, 2018.

Tori Gamble
Procurement Analyst
Vail Unified School District #20
purchasing@vailschooldistrict.org

Vendor hereby acknowledges receipt of an agreement with the amendment. A signed copy must be returned with the RFP response.

Vendor Name

Signature

Date