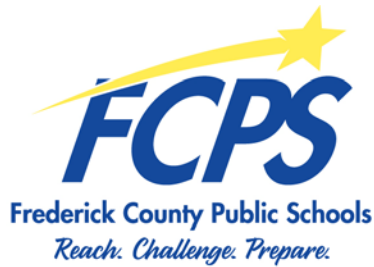


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May 25, 2018

ADDENDUM 1

RFP 18MISC11, Contract Staffing Agencies for Speech Language Pathologists, School Psychologists and School Therapists

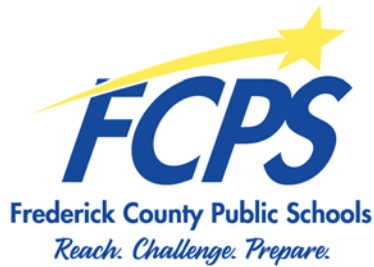
DUE DATE: June 7, 2018, at 2:00 P.M.

Please be advised of the following list of questions and answers that we have compiled.

1. If there are conflicting terms and conditions, be advised that Section II. Specific Terms and Conditions on pages 25-32 and the Form of Proposal, page 37, supersede Section I. General Terms and Conditions on pages 8-24.
2. Provide a detailed explanation as to when liquidated damages would be imposed on a vendor supplying contracted SLP, OT, PT, or school psychologists.
 - Liquidated damages are not applicable to this solicitation. Delete #28, Liquidated Damages on pages 19 and 20 of General Terms and Conditions, Section I.
3. Provide a detailed breakdown of all liquidated damages imposed to vendors of similar services, over the past two years.
 - We have never assessed liquidated damages for this kind of solicitation.
4. Does FCPS currently contract for onsite services and if so, what are the current contract rates?
 - This information is available by linking to the Frederick County Public Schools website: www.fcps.org, navigating at the bottom to 'Purchasing', clicking on 'Awarded Solicitations' and search for 14MISC7.
5. Is FCPS satisfied with the current providers?
 - Yes. We are rebidding at this time because the current contract will expire on June 30, 2018.
6. Regarding Auto Insurance mentioned on page 29, 9.f, is it sufficient to provide the personal auto insurance of the working therapist?
 - Refer to page 30, # 10 f. and page 34, Section III.
7. In 2014, the total budget \$ amount was provided in addition to estimated hours of service for each provider category (e.g., speech language therapy, psychological services, etc.) which was helpful to calculate an estimated hourly budget. Will this budget \$ amount be provided in this cycle?
 - The budget for these contracted providers is estimated to be \$650,000. However, the exact needs for staffing are best estimates.
8. What is the annual expenditure available or projected for this RFP contract?



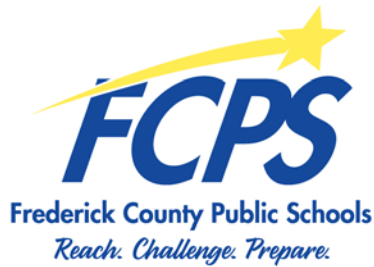
- The total Special Education budget is over \$1 million dollars and includes other therapeutic services, in addition to the contracted staff positions. However, the exact needs for staffing are best estimates and are based on yearly needs. Refer to page 26, 4.c.
9. Page 30, Minimum Qualifications, will you confirm if it is your preference for the vendor to have an office in the State of Maryland or would you still consider vendors outside the surrounding states listed?
- We will consider only bidders with an office located in Maryland/DC/Virginia/West Virginia/Pennsylvania surrounding states, as it states on page 30 #10.a.
10. It is understood that your statistics on page 25 showed you used an average of 9211 hours for speech language pathologist, 280 hours for school psychologist, and 400 hours for school therapist. What are the average weekly hours of service for the SLP, School Psychologist and School Therapist?
- Refer to page 26, #4.c. and 4.d.
11. The statistics on page 25 stated you used approximate 11 SLPs, 1 School Psychologist, and 1 School Therapist. While the services are listed on an as-needed basis, how many SLPs, School Psychologists, and School Therapists do you foresee needing for the 2018-19 school year or is the amount anticipated the same?
- We anticipate about the same rate of service. It may vary year to year.
 - We will not be providing any other specifics on the actual positions than the statistics that have been listed on page 25, #1.b. We cannot anticipate the need for substitutes from year to year.
12. Would you consider certified therapy assistants such as SLPA or CFY?
- FCPS supports CFY positions but we do not hire SLPAs.
13. What would be the age groups served by the SLP, School Psychologist, and School Therapist?
- Grades K-12 (ages 5-18), as needed.
14. Per pg. 26 Letter D, can you confirm if the contracted providers will work 190 days per year or will they follow the 180 day student calendar?
- Each year varies due to possible school closings due to weather conditions. This is why we state approximately 190 days.
15. Has FCPS ever contracted for tele-practice related services and assessments? If so, who are the vendors and what are the rates?
- FCPS has never utilized tele-practice services.
16. Would Frederick County Public Schools (FCPS) consider online tele-therapy for the speech therapy services?
- We are currently not using online tele-therapy services for speech/language. If you offer tele-therapy, please include this information, along with associated costs, in the Value Added Services, Section VI on the Technical Questionnaire, page 36.
17. To clarify per pg. 27 Section 6. d., can the vendor include additional information about our value added services when submitting the completed Form of Proposal within the Cost Proposal?



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- No. Information about a bidder's capability to provide additional services, including any associated costs, should be included as part of the Technical Proposal, on page 36, section VI. Value Added Services.
18. Page 27, #5: Individual Assessment and Therapy Services: When referring to educational assessments and related services, are you indicating SL assessments, psychological assessments, cognitive assessments, and/or educational assessments?
- Any or all of the above.
19. Page 36, Section VI: Can you define "additional resources"?
- We define additional resources as the ability of a bidder (staffing agency) to offer qualified individuals to conduct individual student assessments, evaluations, and/or therapy in addition to providing individuals for short or long term staffing assignments.
20. Would you consider other special education related services such as occupational and physical therapist, school nurses, school social workers, and special education teachers?
- No. We have specified what this solicitation should cover on page 25, 1. Scope, and on the Form of Proposal, page 37. Either FCPS has different solicitations covering these other mentioned services, or we do not contract for them.
21. Are resumes of the providers / potential candidates required at the time of proposal submission or only upon award?
- Neither. Refer to page 33 and 34, Technical Questionnaire, Part II. # 1 and 2. As part of the submission, we are only requesting a resume for the person responsible for coordinating assignments. Should we contact an awarded bidder for a specific staffing requirement; the proposed individual's resume may be requested as part of the staffing discussion.
22. 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?
- FCPS expects staffing agencies to only bid if they have sufficient access to individuals who are qualified to be SLPs, school psychologists and school therapists. Refer to page 26, # 4.e. and j.
23. 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?
- Staffing agencies that bid on this contract are expected to specialize the K-12 healthcare.
24. On pages 19-20 under Section 28, can we incur any penalties or be liable for any damages for not having a SLP/School Psychologist/School Therapist available upon your school's request in a timely manner or would FCPS terminate the RFP contract with our company?
- FCPS intends to award to multiple vendors in order to have sufficient resources available. If an awarded vendor consistently declines to offer staffing when contacted, they would not be recommended for a renewal of contract.
25. Who is responsible for purchasing assessment equipment and supplies in order to provide services?



- FCPS will provide all assessment tools and protocols.
26. Are testing/evaluation materials provided by FCPS or the Vendor?
- Testing/evaluation materials for speech/language testing are provided by FCPS.
27. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?
- Yes.
28. Who will be the representative from FCPS to determine which materials/equipment are required for the therapy services?
- The supervisor in Speech-Language and Child Find Services will be responsible for ensuring that contract SLPs have the materials/equipment they need to provide services to students. The supervisor of Psychological Services is responsible for the psychologists and Therapists. They do work in cooperation with the school administrators.
29. Besides a MD License, criminal background check and fingerprints, are there any additional required documents for the therapists to start working at FCPS? For Example: TB Test or any other specific Certifications or immunizations.
- For SLPs – ASHA certification is also required. At this time there are no requirements for specific immunizations.
30. Will the district accept Clinical Fellows, PTAs and COTAs, SLPA under this contract?
- Therapists need to have a license.
 - Psychologists need a license or a state or national certification.
 - SLPs also require ASHA certification.
 - We do not contract for physical therapists or occupational therapists.
 - Clinical Fellows (CFY) SLPs are accepted. SLPA are not.
31. 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?
- A price range is not acceptable. A fixed hourly rate is required for each skill set on the Form of Proposal.
 - If you offer other specialized services other than what is specifically requested in this solicitation, please include this information, along with associated costs, in the Value Added Services, Section VI on the Technical Questionnaire, page 36. Do not add pricing to the Form of Proposal.
32. How will vendors be notified of award?
- All vendors are notified of award or non-award status via email within 48 hours of the Board of Education meeting date at which the award is made.
33. What is the estimated FTE by specialty?
- Unknown. Refer to bid specifications, page 26, Contract Terms # 4.d and 4.e.



34. What is the typical caseload for therapists?
- For therapists: 12-18
 - SLPs: 40-45
35. Should we submit pricing for bilingual therapists?
- For this solicitation, being bilingual is not a requirement because this solicitation is to contract SLPs, School Psychologists and School Therapists on a substitute basis for FCPS employees who are on leave and/or to employ contracted individuals to fill positions that FCPS has open.
 - If you offer other specialized services other than what is specifically requested in this solicitation, please include this information, along with associated costs, in the Value Added Services, Section VI on the Technical Questionnaire, page 36. Do not add pricing to the Form of Proposal.
36. How many hours in a week for full-time positions?
- Refer to bid specifications, page 26, Contract Terms # 4.d and 4.e.
37. Are bill rates all-inclusive for the entire day including assessment, therapy, meetings, planning, documentation, report writing etc.?
- Hourly rates are to include all facets of the assignments.
38. Do you have a preference for binding the "Technical Proposal" i.e. binder, binder clip, staple, etc.?
- Binder Clip.
39. To confirm, only one copy of the "Cost Proposal" is to be submitted in a separate sealed envelope.
- Correct.
40. Are digital copies of the Cost Proposal to be included?
- No, only a digital copy of the Technical Proposal is requested.
41. How many copies of the proposal should be submitted?
- Refer to page 27, # 6 a., b., c., and d.
42. Page 9, #6b. Preparation of Bid- It states that they want one (1) original.
- Correct. Instead of paper copies, we are requesting a flash drive containing only the Technical Proposal.
43. How will points be awarded for the cost proposal 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 lowest bill rate receives the maximum points and the next lowest vendor receives a prorated amount.
44. What travel between schools is expected for these providers?
- Unknown at this time. This information would be provided to the agency as part of the request to fill an actual contract position.

45. Explain the difference between short/long-term assignments, as it relates to the pricing section of this solicitation.
- For purposes of pricing comparison, short-term assignments are considered less than an entire school year of approximately 190 days. Bidders are given the opportunity to provide a differentiated rate for short or long term assignments, but do not need to.
46. How many schools are typically on a therapist's caseload?
- Psychologist: 1
 - SLP: 1-2 schools
47. How many working days for therapists each school year?
- This will vary with the position requirements. Refer to page 26, Contract Terms #4.d and 4.e.
48. Pg. 38- Define what a Maryland Contractor number is.
- The same ID number as assigned by the Department of Maryland Assessment and Taxation.
49. Do you have to bid for all three (3) services or can the bid be in response to 1-2 services?
- A bidder may submit an offer for only 1 or 2 services. It is acknowledged that some agencies may specialize in providing staffing for speech therapy or psychologists and therapists, while other staffing agencies are full service for all healthcare services.
50. In addition to our agency orientation, does FCPS also provide a comprehensive orientation to therapists prior to their first day of service?
- Refer to page 26, # 4. k., l. and m.
51. Can you provide an example of what is meant by "extraneous marketing materials?"
- Extraneous marketing materials are defined as general marketing pamphlets or website information such as "Our History" or "Who Are We". FCPS strongly encourages that bidders provide only the requested documents in addition to the replies to the questions. Thoroughness but brevity will facilitate the evaluation process.
52. Page 12, section 9.k., confirm what is meant by "discounts"?
- Not applicable. Several of the sections contained in General Terms and Conditions (pages 8-24) do not apply to this type of solicitation. Disregard any terms that obviously do not pertain to this type of solicitation.
53. Is time travelling between two (2) locations (e.g., 2 assigned schools) considered part of billable time?
- No. Refer to page 25, # 3.a., page 27, # 6.d.ii., and page 37 Form of Proposal.
54. When invoicing can time be submitted in quarter hours or half hour increments only?
- ½ hour. Refer to page 31, # 11.f.
55. Page 8: Pre-bid Meeting, point a: A pre-bid meeting will be held at the date and time indicated. To confirm, there is no pre-bid meeting?



- There is no pre-bid meeting. This was confirmed on the Cover, Page 1 of the solicitation.
56. Page 9: Opening of Bids, point b: All bids must include original signatures. Is this required for all documents (i.e., insurance forms, MBE, etc.)?
- Original signatures are required for the Signature Page, Statutory Affidavit and Non-Collusion Certification, Certification of Compliance and the Form of Proposal.
57. Page 10: Preparation of Bid, point c: Any requirements for affixing name and company address (e.g., on left side of envelope?)
- No.
58. Will this be a sole award or multiple award contract?
- Multiple award. Refer to page 25, # 1.a.
59. Page 26, Contract Terms # 4.h.: Can you explain the disclosure form staff will need to sign?
- A disclosure form is signed by the person whose fingerprints are sent to the Criminal Justice Information System to verify a lack of criminal activity. They agree to this submission.
60. Page 30, Procedure for Ordering Services, #11.c.: To confirm, each contractual employee will receive a purchase order?
- That is correct, unless an agency prefers that a single purchase order be issued if their agency is staffing multiple individuals. This can be discussed with the contract administrator at the time of staffing placement.
61. Page 33, Business Structure, # 7: We contract many staff who do not utilize our branch location for business, shall we include them in our overall employee number?
- This question specifically refers to your company's employees, not contracted individuals that you utilize for staffing assignments.
62. Page 33, Business Structure, #9: Do you wish to know all our staffing capabilities (e.g., OT, PT, Special Education, SL) or only the services which you are requiring in this RFP?
- All the staffing categories that are capable of filling.
63. Page 33, Business Structure, #14: Please clarify as to what 'documents' you are referring to.
- Documents are defined as including: the FCPS bid solicitation, addenda, bidder's proposal, notice of award, and any resulting purchase order(s). These documents constitute our "contract agreement". Refer to page 14, General Terms and Conditions, #15. Contract Formation. We will not accept or sign any additional, substitute or separate contractual documents or terms and conditions that may be normally used by an agency prior to contracting for an individual.
64. Page 23, #39: How do you wish for us to mark proprietary information (e.g., general statement on the bottom of each page, statement under each subheading/point?)
- This is left to each bidder to decide. Should a FOIA request require the disclosure of bid documents, each vendor will be requested to provide a redacted digital copy of their bid submission.



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65. Page 33-34: Recruiting and Training Practices: Are we able to use narrative form (opposed to lists) to describe points outlined in 2-10?
- No.
66. Page 34: Recruiting and Training Practices, #11: Are you requesting to know how many staff we have readily available? In our pipeline? Prepared to work on this contract? Who currently work for us?
- How many you have readily available.
67. Page 34: Recruiting and Training Practices, #12: How much notice will you provide staff to supply you with an employee?
- This depends on when we are able to identify the need. We award to multiple staffing agencies so that we have adequate resource pools.
68. Page 28, #9 Insurance under b. Employers' Liability Insurance- what is E.L. Disease coverage and is this typically covered under Professional Liability or General Liability?
- Consult with your insurance carrier.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/kl

cc: Carol Breeze, Director of Compliance and Student Support
Ann Hammond, Supervisor of Psychological Services
Celia O'Fallon, Supervisor of Speech/Language Services and Child Find
Bid Binder