

Addendum #1
RFP – Special Education Staffing Services

Q: Is there an email address for the main point of contact on this RFP?

A: **Yes, my apologies that it wasn't included on the RFP. The main contact is Mandy Hall and the email address for questions is mhall@salem.k12.va.us**

Q: Can you provide a description for the position: Medicaid Billing Technician?

A: **Yes. The Medicaid Billing position completes the quarterly Medicaid student match and uploads in our special education software system. In addition, the billing specialist completes the BCR report, which is the following:**

***Purpose of the BCR Report**

The BCR report provides a detailed summary of Medicaid billing activities related to services provided to eligible students. It helps ensure compliance, track reimbursements, and manage documentation requirements.

***Key Components**

- **Claim Submission Data:** Includes dates of service, student identifiers, provider information, and service codes.
- **Claim Status:** Indicates whether claims were accepted, rejected, denied, or paid.
- **Reimbursement Amounts:** Shows the Medicaid reimbursement received or expected.
- **Compliance Indicators:** Flags any missing documentation, expired provider credentials, or non-billable services.
- **Audit Readiness:** Ensures that all billed services are backed by appropriate documentation (e.g., service logs, IEPs).

Q: We understand the RFP mentioned that virtual or teletherapy visits may only be utilized when warranted and approved by SCS. Would the district consider proposals that offer only virtual (teletherapy) services for SLP, OT, School Psychologist, and Licensed Clinical Social Worker? Do you require the vendor to be able to provide both in-person/on-site and virtual services?

A: **No, proposals of *only virtual* proposals would not be considered. SCS has completed and awarded a bid for PT, OT, and ST services. SCS will consider in-person or virtual services for these other special education and/or related services.**

Q: Would the vendor be penalized in any way if the vendor does not send a replacement within two (2) working days, or to fill last-minute absences (e.g., no penalty, district moves to the next vendor, etc.)?

A: **No**

Q: Can you provide an example of how you want the vendor to describe or provide evidence of financial stability (e.g., would a statement regarding stability be sufficient)?

A: **Some companies send a statement from their auditor/accountant that summarizes the financial state of the company, or they send copies of the most recent annual profit and loss, income statement and balance sheet. A statement regarding financial stability is fine, but would need to come from someone who can make that determination, and not the vendor themselves.**

Q: If the vendor screens and interviews each provider themselves before each placement, does the district require separate interviews with the district's staff for potential service providers and replacements?

A: **Yes**

Q: Does the district anticipate awarding more than one vendor for this RFP?

A: **Undetermined at this time**

Q: Are the School Psychologists primarily performing psychoeducational evaluations, or will the School Psychologists also be expected to provide some mental health counseling and behavioral services?

A: **SCS is looking at a wide range of services.**

Q: Can the vendor offer Licensed Clinical Social Workers to only provide mental health counseling and behavioral services?

A: **Yes**

Q: How many SLPs, OTs, School Psychologists, and Licensed Clinical Social Workers does the district currently anticipate needing for the 2025-26 school year (part-time, full-time, hours, etc.)?

A: **SCS has completed and awarded a bid for PT, OT, and ST services. SCS is looking for "as needed" services for school psychologist and LCSW. Therefore, it would not support a full-time position at this time.**

Q: Is there an hourly rate cap for SLP, OT, School Psychologist, and Licensed Clinical Social Worker services, and if so, what is the anticipated cap?

A: **No**

Q: How does the district handle price adjustments after the initial one-year term if the vendor seeks a mutual price increase annually, if the RFP is renewed?

A: **That can be discussed, but commonly we see a set percentage of increase annually that's agreed upon, such as a 2 or 3% increase each year being planned. We've also seen it be tied to Consumer Price Index percent, so you could propose what you see fit.**

Q: Would the district provide its students with the hardware (e.g., computer, webcam, headsets, etc.), test kits, supplies, and other materials needed for their services?

A: **No**

Q: Do you require resumes of potential service providers upon proposal submission, and if so, would you accept blind resumes with full names and license numbers withheld?

A: **SCS would expect resumes of potential staff**

Q: What are your current vendor names and rates for SLP, OT, School Psychologist, and Licensed Clinical Social Worker services?

A: **Some of these services are provided in house. Current third party rates for OT and ST are:**

Soliant: ST \$74.00 hr

H2Health OT \$66.59 OTA \$43.70 ST \$68.67 hr

CORA OT, & ST \$94.00 hr

Q: Are you satisfied with your current vendors, or have you experienced any issues in the past year?

A: **Yes**