

Addendum #1
RFP – Physical, Occupational and Speech Therapy Services

Q: Would the district consider proposals from vendors that only provide one or more services (e.g., only SLP and OT services or only SLP)?

A: **Yes**

Q: Would the district consider virtual (teletherapy) services under this RFP (SLP/OT)?

A: **No**

Q: Would you accept electronic signatures as part of the physical proposal submission?

A: **No**

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

A: **Yes**

Q: The Purpose wrote to submit three (3) copies, with one unbound, of the proposal. Can you clarify if you require one (1) original and two (2) copies? Can you clarify which proposal copy needs to be unbound (e.g., original only) or all of them? Can you clarify if the proposals need to be bound in any particular format (e.g., binding clip only versus binders with/without physical tabs)?

A: **We require a total of 3 proposals. 1 being the original document and the other 2 being copies of the original document. We do not have to have 3 originals, with original files and signatures, only 1, it what we are saying here. The original also needs to be unbound, meaning not stapled, bound in a report-type mechanism, etc. so that we can make copies or scan if needed. The copies can be, if you so choose. We do not have a preference on if/how the proposals are bound. They can be binder clips if you want, they can have tabs if you want, but none of that is a requirement for the evaluation, as long as we can tell where it starts and ends to distribute to the evaluation committee to review.**

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

A: Potential service providers' resumes should be provided. Salem City Schools would not accept blind resumes and license numbers that are withheld.

Q: Would the district provide its students the hardware (e.g., computer, webcam, headsets, etc.), testing kits, and other manipulatives or materials needed for services?

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: Salem City Schools considers an annual 2% increase acceptable, as mentioned in the RFP.

Q: At the time of the contract, can the vendor sign the Contractor Certification Form on its service provider's behalf after the company confirms the cleared background checks for assigned providers?

A: Yes

Q: What are the current vendor rates for SLP and OT services?

A: Soliant: ST \$74.00/hr

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

CORA: OT, PT, ST \$94/hr

Q: Are you satisfied with your current vendor, or have there been issues in the past year?

A: Yes. One of the providers was unable to provide services at a private day school; therefore, we had to switch providers to another approved provider mid-year.

Q: Do you require or prefer vendors who have a physical office in Virginia?

A: Yes

Q: Would the vendor be penalized or disqualified if its proposal included exceptions to the RFP for the district's review?

A: Those exceptions would be reviewed and if unable to be agreed upon, then yes, it would penalize or disqualify a vendor. We would encourage a discussion about those though.

Q: Is this a new contract or renewal of an existing contract?

A: Renewal

Q: What is the estimated budget for this contract?

A: \$225,000

Q: Is it mandatory to subcontract?

A: No. Salem City Schools would want the Vendor to complete the work.

Q: In order to be considered responsive for this solicitation, is it mandatory to bid on all positions?

A: No

Q: Do we need to provide hourly rates along with the applicable markup, or should we submit a straight bill rate?

A: Yes

Q: Is there a minimum number of hours required for the service?

A: No

Q: Are there any specific instructions on labeling or organizing the pricing section for ease of evaluation?

A: **No**

Q: Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district?

A: **Randy Jennings, Director of Student Services rjennings@salem.k12.va.us**

Q: How many hours are there per school day?

A: **Elementary 6 hours and 40 minutes. Middle 6 hours and 55 minutes. High 7 hours and 30 minutes**

Q: How many school days are there per year?

A: **176 (91 first semester and 85 for second semester)**

Q: Can we bid for other special education disciplines that are not mentioned in the RFP?

A: **Yes**