

Addendum No. 1

Date: **February 27, 2024**

Re: **Speech Language Pathologist**

FPB No.: **324-63-3-6**

The following information becomes part and parcel of **Fixed Price Bid (FPB) #324-63-3-6** effective this date. Firms must acknowledge receipt of this addendum in their solicitation response.

The listed items add to, modify, or otherwise alter the specifications and become part of the solicitation documents. Where a portion of the original specifications are added to, modified, or also altered, the portion not so affected shall remain. Firms may have the right to protest this addendum.

Bid Form

A revised Bid Form is included with this addendum. Only the **Revised Bid Form** is to be used when submitting a bid response.

Inquiries/ District Responses

Before the solicitation inquiry deadline, the District received inquiries regarding this solicitation. The District's response to each question follows in **bold** font.

1.) When is the anticipated award date for this bid?

Issuance of award is anticipated after completion of reviews and evaluations of all proposals received, and after issuance of purchase order(s).

2.) Can we bid for other special education services not mentioned in this FPB?

Yes, however, bidders that alter the Bid Form are subject to disqualification. A cover letter on the bidder's corporate stationery may be provided with a bid response to include any additional information or services the bidder would like to provide to the District.

3.) Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines of the FPB at the District?

This information is not necessary to submit a bid response, however, this information may be provided to the awarded vendor(s) after issuance of an award, on an as-needed basis.

4.) Are we permitted to submit a speech language pathologist assistant (SLPA) rate along with our SLP rate?

See District response for Question Number Two.

5.) Do you require resumes of potential SLP clinicians with our response, or only upon award?
Resumes are not required at the time of award; however, they are required prior to offering a position to a clinician.

6.) Will the District consider proposals from companies that only provide tele-therapy in regards to this solicitation?
No.

7.) Will the District award more than 1 vendor?
An award may be made to one (1) or more responsible vendor(s).

8.) Is a local office required? Is there a preference for local vendors?
A local office is not required for an award.

9.) Can you confirm that resumes and license verifications of potential candidates are not required with our proposal?
Resumes and license verifications are not required with the proposal submission.

10.) Regarding Bidding Schedule Rate of Compensation, can you clarify if we are to put the indicated District's Established Hourly Maximum Fixed Cost of \$78.00-\$85.00, or are we to identify one specific price from that range for our Bidder's Fixed Cost?
Responding bidders are to provide One (1) specific Hourly Rate Price for their Rate of Compensation for Speech Language Pathologist Services as defined in the solicitation which falls within the parameters of the District's preset Maximum Fixed Price Range. Additionally, see District's response for Question Number Forty-Five (45) and the enclosed Revised Bid Form.

11.) If we wish to provide additional services to the District, where should we identify the cost for these services in our proposal?
A cover letter on the bidder's corporate stationery may be provided with a bid response to include any additional information or services the bidder would like to provide to the District.

Cost/Billing/Invoicing:

12.) Can you please provide a list of incumbent vendors and their bill rates?
There is not an existing solicitation for the District for these services, therefore, there is not a list of incumbent vendors.

13.) What is the total budget/expenditure allotted for this RFP?
This information is not necessary to submit a bid response, and therefore, will not be provided.

14.) Can we provide pricing ranges on select disciplines?
Yes, however, bidders that alter the Bid Form are subject to disqualification. A cover letter on the bidder's corporate stationery may be provided with a bid response to include any additional information or services the bidder would like to provide.

15.) 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, if applicable? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid, if applicable?
Medicaid will be billed under the District's Number and will be reimbursed directly to the District.

16.) Are orientation and meetings billable?

Orientation, required trainings, and required meetings are billable.

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

Bidders that alter the Bid Form are subject to disqualification. A cover letter on the bidder's corporate stationery may be provided with a bid response to include any additional information or services the bidder would like to provide to the District.

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

Seven and a Half (7.5) hours per day, for a total of Thirty-Seven and a Half (37.5) Hours per week.

19.) Are billing hours rounded to the 15 minute mark or billed as minute for minute?

Minute for minute.

20.) Please clarify hours and meal breaks expectations. Will placed candidates clock in/out for lunch (i.e. 30 minute unpaid lunch?)

Candidates do not have to clock in/out for breaks/lunch.

21.) Will the issued PO be staff/ discipline specific or will it be a lump sum amount?

The issued PO will be staff/discipline specific.

Prior Vendors:

22.) How long have the incumbent suppliers held this contract?

There is not an existing solicitation for the District for these services, therefore, there is not an existing contract.

23.) Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?

See District's response for Question Number Twenty-Two (22).

Shifts/Scheduling:

24.) Does the District fingerprint and badge? How long once confirmed does the process take for the clinician to start?

The District does not fingerprint. The State Department of Education requires fingerprinting as part of the certification process. Badges are issued by the District once the therapist is in the District's system. Neither badge nor finger prints are used to enter time in/out. The clinician can start as soon as the background check is completed, a negative TB test result is received, and a PO is in place.

Current Program Synopsis:

25.) Please clarify the reporting structure for Supervision of contract staff within the District?

The supervision and support structure for the District is the same for District staff and contract staff. A new therapist is assigned a mentor for the first year. In addition to the mentor, the therapist is supported by a speech quadrant leader, a speech lead, and the Director of Speech Services.

26.) What position provides clinical supervision within the District?

The Director of Speech Services.

27.) Does the District provide student logs, documentation forms, etc.?

The District requires documentation to be entered into a documentation software program. There are optional forms that are available for documentation, if wanted. A subscription for SLP Toolkit will be provided for use to assist with data collection and a variety of other resources.

28.) Would you accept bids from a Staffing Agency?

The District does not limit who may submit a bid response, however, the Scope of Work and Terms and Conditions must be adhered to by the responding firm.

29.) Please clarify if the District or vendor provides any materials (i.e. medical supplies, assessments, protocols/scoring sheets, computers, printers, PPE, etc.).

The District provides ample therapy and diagnostic materials for therapists. Each school has printers that the therapist will be assigned.

30.) Are you able to accept a CF if the agency provides Supervision by an SLP CCC?

Yes.

31.) Are you able to consider virtual services? Can the Speech Language Services be provided via tele-therapy?

No, virtual services will not be considered. No, the services cannot be provided via tele-therapy.

32.) Are you currently working with any agencies providing SLP services to your District?

No.

33.) Who are your current vendors and what prices do they charge?

See District's response for Question Number Twenty-Two (22).

34.) Have these vendors been able to meet all of your SLP needs?

See District's response for Question Number Twenty-Two (22).

35.) Is it acceptable to include additional services our company provides outside of the scope of the RFP in the event that the District needs other services in the future (e.g., occupational therapist, physical therapist, board certified behavior analyst, school nurse, school psychologist, school counselor, etc.)?

Yes, however, bidders that alter the Bid Form are subject to disqualification. A cover letter on the bidder's corporate stationery may be provided with a bid response to include any additional information or services the bidder would like to provide.

36.) How many SLP (FTE) did each vendor provide to your District for the current 23/24 school year?

This information varies by vendor for a total of 13.4 FTE.

37.) How many SLP (FTE) do you anticipate needing for the upcoming 24/25 school year?

Five (5) to Ten (10) Full-Time SLP's.

38.) How will vendors be notified of award?

An award notification will be emailed to vendors responding to the solicitation. Additionally, the award notification will be posted on The School District of Greenville County's Procurement Department website at the link below:

<<https://www.greenville.k12.sc.us/Departments/main.asp?titleid=solicitations>>.

39.) Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

Yes, each location has a generous inventory of therapy materials for a therapist to use. We have a requisition process for any materials that might be needed and are not available at that location.

40.) Will assigned therapists have access to computers/ laptops and printers provided by your schools?

Yes, as well as an iPad with District provided apps.

41.) Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?

The agency is able to bill for required services (direct/indirect/ teacher consultation) as well as required meetings and paperwork required of a speech therapist. The work week is Thirty-Seven and a Half (37.5) Hours per Week and not to exceed Forty (40) Hours without prior approval.

42.) Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools or are they able to stay clocked in during travel between schools?

Some therapists are required to travel between schools during the workday. The therapist is not required to clock out during travel as long as it is from one District location to another. If the therapist makes personal stops, the therapist would be required to clock out during the personal time. Mileage is reimbursed for required travel between district locations during the workday.

43.) Will contracted SLPs work on teacher workdays, professional development days, etc.?

Yes, unless they request to be off on a specific day.

44.) Will the District accept electronic signatures on required forms?

Yes.

45.) In regards to the RFP Page 25, is this given range of \$78 - \$85 a fixed price that you are requiring all providers to fall within, or are we able to provide ranges outside of these numbers?

The District has revised the Preset Maximum Fixed Price Range from Seventy-Eight Dollars (\$78) - Eighty-Five Dollars (\$85) to now being set at Seventy-Eight Dollars (\$78) - Ninety Dollars (\$90). See enclosed Revised Bid Form.

46.) We understand the District only accepts paper copies (no fax or email is accepted). Will the District accept electronic signatures on RFP documents?

Yes.

47.) On compliance requirements, will the Vendor or the District run the background check? What type of background checks need to be done on a monthly basis?

The vendor is required to do a background check and the District will also do a background check. There is no monthly requirement for a background check.

48.) Is the District open to modifying Section 4 of "Contractor's Liability Insurance"?

If so, we are proposing the removal of the following requirements:

- Provision for 30 days' notice prior to cancellation,
- The requirement for "the general aggregate limit [to apply] per project," and
- The requirement for a written endorsement to the contractor's general liability insurance policy to "provide that no material alteration, cancellation, non-renewal, or expiration of the coverage contained in such policy shall have effect unless the named governmental unit has been given at least thirty (30) days prior written notice."

The proposed changes will be accepted by the District.

49.) Is the District open to negotiating terms with the successful Bidder?

Yes, however, any exceptions to the Terms and Conditions or to the proposal must be submitted in writing to the District prior to the Inquiry Deadline.

End of Section

All other terms and conditions remain unchanged and in force.

Thank you for your interest in the District.

Tonya A. Stroud

Tonya A. Stroud
Senior Buyer

I. REVISED BID FORM
Speech Language Pathologist
FPB 324-63-3-6

Description:	District's Established Hourly Maximum Fixed Cost	:	Bidder's Fixed Cost:
---------------------	---	----------	---------------------------------

Provide Hourly Rates for the Following:

Rate of Compensation for Speech Language Pathologist Services:

\$78.00 - \$90.00

\$ _____

Firm's Name: _____ Date: _____

Authorized Signature: _____

By submission of a response, the Proposer certifies that it has read and understands all of the requirements contained in this solicitation and agrees to be bound by all the terms and conditions of this solicitation without exception. It is understood that no payment will be made until the project is completed in accordance with the specifications set forth within this solicitation. The Proposer has availed itself of every opportunity to understand the requirements of this solicitation.

The District appreciates the proposer's interest in meeting the District's needs.