

Addendum #3 – Vendor Questions for RFP #251-24-65 – OT/PT/SLP

Reference	Vendor Question	Answers
Background and Project Objectives, Pg. 5	Who are the current vendors providing occupational, physical, and speech services?	AMN, Benefit, Cheshire, Consultative Therapy Consultants, EDU, Kinetic PT & Wellness, Martin Therapy Staffing LLC, Pioneer, Procure Therapy, Soliant, Spindle/RPH On the Go USA, Speech Masters, Stepping Stones Group, Sunbelt, Triangle Developmental Services, and TG Allen & Assoc.
General (Cost/Billing/Invoicing)	Can you please provide a list of incumbent vendors and their bill rates?	AMN, Benefit, Cheshire, Consultative Therapy Consultants, EDU, Kinetic PT & Wellness, Martin Therapy Staffing LLC, Pioneer, Procure Therapy, Soliant, Spindle/RPH On the Go USA, Speech Masters, Stepping Stones Group, Sunbelt, Triangle Developmental Services, and TG Allen & Assoc. Rates range from \$60 to \$68 per hour for OT, PT, Speech.
	How long have the incumbent suppliers held this contract?	All contracts are for 1 year. We have had some agencies for 3 years.
Background and Project Objectives, Pg. 5	What are the current or average hourly bill rates for OT, PT, and SLP?	Rates range from \$60 to \$68 per hour for OT, PT, Speech.
	What are the current hourly bill rates for vendors providing similar services?	Rates range from \$60 to \$68 per hour for OT, PT, Speech.
	What is the current OT, SLP, PT hourly rate?	Rates range from \$60 to \$68 per hour for OT, PT, Speech.
	Does the district have a cap on the hourly rate for these services?	No but WCPSS is considering a cap based on market rate.
General (Cost/Billing/Invoicing)	Can we provide pricing ranges for hourly rates?	Yes. We can include a range for the hourly rate in the event that an experienced therapist requests a higher rate than a new graduate, for example.
	Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.)	Either is fine. We can include a flat rate if all therapists have similar years of experience. We can include a range for the hourly rate in the event that an experienced therapist requests a higher rate than a new graduate, for example.
Scope of Work, Pg. 5	On average, how many total hours or hours per week will the OT, PT, and SLP typically work during the year (e.g., 37.5 billable hours per week)?	Full time contractors work 37.5 to 40 hours per week depending on the assignment.

Scope of Work, Pg. 5	What is the anticipated number of needed full-time and part-time SLPs, OTs, and PTs for the 23-24 school year?	Approximate numbers: OT: 17.5 PT: 3.5 full time SLP: 21.5
	What is the anticipated number of full time and part time positions?	Approximately 43 full time equivalents
Background and Project Objectives, p. 5	How many OT, PT, and/or SLP (FTE) do you anticipate needing for the upcoming 23/24 school year?	Approximately 43 full time equivalents
General (Current Program Synopsis)	What is the anticipated fill rate? How many clinicians are needed currently?	Approximately 43 full time equivalents and we expect to fill all positions.
Vendor Responsibilities, p. 6	Can pricing increase during the term of the contract?	No.
	Will the vendor be paid for travel time between sites?	Yes, contracted therapists will be paid for the time they travel but they will not be paid for mileage.
	Is the vendor paid for time spent on documentation for therapy, creating plans of care and completion of progress notes?	The Leads and Director will communicate the expectations during orientation. Meetings, paperwork, consultation/collaboration are all part of the work of a therapist. Time spent engaged in these activities, if during the regular workday, are billable. Therapists may not exceed the assigned hours in a given week (part time or up to 37.5 or 40 hours per week) without prior approval from the Director or Senior Director. Workload concerns should be reported to the Lead or the Director.
General (Cost/Billing/Invoicing)	Are orientation and meetings billable?	Yes but some meetings require prior approval.
General (Cost/Billing/Invoicing)	How many billable hours are in a typical school day?	Full time contractors work 37.5 to 40 hours per week depending on the assignment.
General (Cost/Billing/Invoicing)	How is billing time for contract FTE vs. substitutes captured today? Is the principal signature validation the clinician worked the hours? or is this by special education director?	Some timesheets/attendance records require principal approval, others require signature of Lead or Director.
	Will the district accept DocuSign for any forms requiring signatures for this RFP?	No
Memorandum, Pg. 1 Execution, Pg. 2 Required Submittals, Pg. 7	Would the district accept certified electronic signatures (e.g., Adobe Sign) for the execution page and attachments A, B, & C?	Signatures are only required on attachment B. Electronic signatures on this form would be acceptable.
Memorandum, Pg. 1 Execution, Pg. 2 Required Submittals, Pg. 7	Would the district accept printed color copies of the authorized original/ink signatures for the execution page and attachments A, B, & C?	See above
Terms & Conditions – Award of Contract, pg. 8	Does the district foresee needing a single vendor or multiple vendors?	WCPSS will need multiple vendors.

Terms & Conditions – 20. Payment Terms, Pg. 9	Can the district make payments through ACH, Purchase Order, and/or mailed checks in lieu of the procurement card payments if credit cards are not accepted?	That may be requested via our accounting department upon award
General (Additional Questions)	Is there another way to receive payment other than a P-Card?	WCPSS uses purchase orders and direct payment.
General (Cost/Billing/Invoicing)	Can the vendor bill separately for Clinical supervision if required?	Yes, if the terms of the contract include this service.
	Do you require us to provide license verification for potential contracted candidates with our submission?	Agencies are invited to share resumes of therapists who are available to work in WCPSS. Once the award letter is presented and the contract is finalized, each therapist must clear the sex offender registry, background check, DCDEE check, and drug screen. Proof of current licensure and certification must also be provided to WCPSS prior to the therapist starting work. Additional candidates may be presented throughout the year.
	How will the vendors be notified of an award?	Selected vendors will receive an award letter from WCPSS
	Do you anticipate awarding one or multiple vendors?	WCPSS will award the number of vendors needed to ensure that all positions are filled.
	Is the vendor expected to have a clinic or local office?	No.
	Will the district accept and consider submissions from staffing agencies?	Yes.
	Is the district open to using teletherapy?	Teletherapy is used very sparingly by the district. No full time or part time positions exist for the provision of teletherapy.
Scope of Work, Pg. 5	Will WCPSS provide access to any or all the necessary materials, equipment, computers, protocols, evaluation kits, and/or tools required to perform services?	Yes.
Qualifications – Bullet #1, Pg. 6	Would the district accept proposals from Staffing Agencies licensed to do business in North Carolina?	Yes.
Qualifications – Bullet #1, Pg. 6	Although the therapists will perform services onsite, does the district prefer vendors with a physical office in North Carolina?	Local and national agencies are currently under contract.
Qualifications – Bullet #3, Pg. 6	Do you require resumes of therapists upon proposal submission?	Contract agencies are invited to submit resumes of new therapists and names of returning therapists. Resumes may also be provided after the award letter is received.
Qualifications – Bullet #4, Pg. 6	How much lead time will the district give the vendor to place the therapist(s) upon award notice (e.g., 2 weeks, 1 week, 48 hours, 24 hours, etc.)?	Some positions will start on July 1. Others will start in August. We try to match the therapist's skills with the location.

Cost Proposal, Pg. 7	Would the district consider additional rates for Speech Clinical Fellows and Therapy Assistants (COTA, PTA, and SLPA)?	WCPSS will consider CFYs, especially if the agency provides supervision. Rates for CFYs will reflect minimal experience and the supervision arrangement. Assistants are not used at this time.
Terms & Conditions – 14. Default and Performance Bond, Pg. 9	Does the district require a performance bond or acceptable alternative guarantees in the case of default by the awarded vendor for this RFP?	No
Terms & Conditions – 30. Termination for Default, Pg. 11	When applicable, would the district allow the opportunity to cure before the district's issues a termination for default? If so, how many days would the vendor have to cure?	That will be determined on a case by case basis
Terms & Conditions 30. Termination for Default, Pg. 11	Would the vendor still be liable for excess costs (e.g., difference in hourly rates) for services that are not provided upon award, <u>or</u> would WCPSS move to the next approved vendor without cost penalties?	That will be determined on a case by case basis
	Regarding Qualifications, bullet point 4 (Page 6), Can you clarify what staffing information is required, such as resumes, license verification, etc.?	WCPSS requires a resume for each candidate. Licensure is verified once the contract is finalized and while the background checks are being conducted.
	Regarding Attachment A Vendor Information Sheet, Is a Wake County Office Address required?	No but the agency must be registered with the NC Secretary of State to do business.
	How many staff are covering this contract by discipline?	Approximately 17.5 for OT, 3.5 for PT and 21.5 for SLP.
RFP Section "Execution", Page 2:	It states, "the undersigned offers and agrees to furnish and deliver any or all items upon which prices or proposed, at the prices set opposite each item within the time specified herein". But as I look over the box below that statement, there is no place to specify my PT services and the hourly rate. Am I supposed to draft my own statement on a separate document and submit that, or am I missing the area in which I submit my "items and prices"? I do see the hourly rate later on Page 7, but I am still wondering if I need to submit a separate document stating my experience, qualifications, and specific PT services.	Vendors should include relevant experience and methodology with their proposal.
RFP Section "Customer Reference", Page 7:	What are you looking for here, other companies I have contracted with? WCPSS is my primary contract. I contracted with Pediatric Therapy Associates previously but that did not have a start/end date and was for as much work as I was able to generate so I am not sure how to fill in the chart. Previous to that I was employed by various institutions, but this section seems to be contract specific. Do you need three previous contracts, if so, does each separate year I have contracted with WCPSS count? If so, do I enter the information for each contract individually? Sorry for so many questions, just looking for guidance.	Include references who can speak to your most recent work experience or your agency's most recent work experience.

General (Cost/Billing/Invoicing)	Where can we find previous bid award information for the requested services?	That information is not available at this time in the RFP process.
General (Cost/Billing/Invoicing)	What is the total budget/expenditure allotted for this RFP?	That information is not available at this time in the RFP process.
General (Cost/Billing/Invoicing)	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? Or will the vendor be required to enter Medicaid billing through the districts billing documents for the district to be reimbursed directly by Medicaid?	Contract therapists do not bill Medicaid on behalf of their contract agency. All services delivered on behalf of WCPSS are billed (as appropriate) to Medicaid for the district to receive reimbursement. A 3rd party processes the billing for the district. Therapists are not aware which student is Medicaid eligible and who is not. Therapists document their services the same way for each student, regardless of their eligibility for Medicaid and regardless of the billing status.
General (Prior Vendors)	How long have the incumbent suppliers held this contract?	3 years max.
	Are you satisfied with the incumbent suppliers? If not, what are you unsatisfied with?	Very satisfied.
General (Shifts/Scheduling)	What is the expectation and frequency for on-call needs?	Maternity leaves and other temporary needs for coverage come up throughout the year. Contract agencies are encouraged to keep the Lead and Director informed of additional candidates available to fill full time/part time, year-long/short term positions.
General (Shifts/Scheduling)	What is expectation and frequency for replacing a candidate that is ill/calls off?	WCPSS is understanding about occasional absences. Hours missed cannot be billed. Excessive absences would be addressed with the agency.
General (Shifts/Scheduling)	Does the district fingerprint and badge? How long once confirmed does the process take for the clinician to start?	Yes. WCPSS requires the DCDEE background check which includes fingerprinting. This can take time so the agency is encouraged to begin this process very early on. Once the bid is awarded and the contract is finalized, the sex offender and background checks, along with the drug screen are conducted. Licensure is confirmed. Once cleared to start, the therapist is asked to submit a picture to use on their badge.
General (Current Program Synopsis)	Do you anticipate your current staffing volume to change in the next year or next 2 years? For example, do you have any significant projects coming up (vaccination, screening, new programs, grants, ESSR III positions, etc.)?	WCPSS continues to grow. No other changes are anticipated.

General (Current Program Synopsis)	Please clarify the reporting structure for Supervision of contract staff within the district. What position provides clinical supervision within the district?	WCPSS prefers fully licensed and certified therapists but will consider a small number of CFYs. Agency based supervision for CFYs is preferred. General supervision of therapists is provided by the Lead or Area Lead for that discipline. Building administrators also assist with supervision. Onboarding and mentoring are important parts of ensuring a satisfactory experience for all.
General (Current Program Synopsis)	Are IEP and 504 documents, plan documents, and students record kept in an online system or hard copy at the district? What system?	WCPSS uses the NC statewide system, ECATS, for all plans of care, reports, progress and therapy notes, Medicaid Billing, etc.
General (Current Program Synopsis)	Does the district provide student logs, documentation forms, etc.?	Yes, all of this is on-line in ECATS, the NC statewide IEP system.
General (Current Program Synopsis)	Are the medical personnel's license, CPR card, resume and proof of references/background checks required upon submission of bid or upon award? If required on bid is an excel document acceptable?	Resumes: Agencies are encouraged to present candidates' resumes with their bids. Additional resumes may also be considered after the contract is finalized. Background checks: Sex offender, criminal, DCDEE checks, and drug screens are all due prior to the candidate starting. In addition, proof of current licensure and certification must be provided.
General (Additional Questions)	Please clarify if the district or vendor provides materials (i.e., assessments, testing kits, protocols/scoring sheets, computers, printers, PPE, etc.). In unexpected situations, would this differ for teletherapy/remote services?	WCPSS provides materials, tests, office supplies, etc. The district is providing very minimal virtual services at this time.
Background and Project Objectives, p. 5	Are you currently working with any agencies providing OT, PT, and/or SLP services to your District? If yes, will you share the names and rates of your current agencies?	AMN, Benefit, Cheshire, Consultative Therapy Consultants, EDU, Kinetic PT & Wellness, Martin Therapy Staffing LLC, Pioneer, Procure Therapy, Soliant, Spindle/RPH On the Go USA, Speech Masters, Stepping Stones Group, Sunbelt, Triangle Developmental Services, and TG Allen & Assoc. Rates range from \$60 to \$68.
Background and Project Objectives, p. 5	Have these vendors been able to meet all of your OT, PT, and/or SLP needs?	Not 100%
Vendor Responsibilities, p. 6	Do you require that clinician resumes and/or licensure be submitted with the proposal or after award?	Agencies are encouraged to present candidates' resumes with their bids. Additional resumes will also be considered after the award letter is presented and the

		contract is finalized. Documentation of licensure and cleared background checks/drug screen must be provided prior to the therapist starting work. Also, proof of current licensure and certification must be provided.
Vendor Responsibilities, p. 6	Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?	Yes.
Vendor Responsibilities, p. 6	Will assigned therapists have access to computers/laptops and printers provided by your schools?	Yes.
Vendor Responsibilities, p. 6	Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.).	The Leads and Director will communicate the expectations during orientation. Meetings, paperwork, consultation/collaboration are all part of the work of a therapist. Time spent engaged in these activities, during the regular workday, will be compensated. Therapists may not exceed the assigned hours in a given week (up to 37.5 or 40 hours per week) without prior approval from the Director or Senior Director.
RFP Proposal Evaluation, page 4	Will WCPSS be awarding bids to agencies who are able to provide the most coverage across disciplines (OT, PT, ST) or will they equally consider agencies who might only offer one discipline?	This decision will be made based on the bids submitted.
RFP Proposal Evaluation, page 4	Does WCPSS take into consideration, past participation of agencies when deciding on who is awarded the bids across Wake County?	Yes.
RFP Proposal Evaluation, page 4	Will WCPSS take into consideration the independent actions of current or past contract agencies who independently pursued filling open positions to ensure continuity of care for children across Wake County?	Yes, continuity is one of several factors WCPSS will consider.
RFP Proposal Evaluation, page 4	Does WCPSS have a deadline for making final decisions on which agencies will be awarded the bids?	Not at this time.
RFP Proposal Evaluation, page 4	Once WCPSS has selected their contract agencies, how soon will the contract agencies be notified by WCPSS?	As soon as possible.
RFP Proposal Evaluation, page 4	Does the current bidding process coincide with providing coverage for traditional and year-round schools across WCPSS? What about compensatory (summer) services?	WCPSS is seeking therapists to serve as early as July 1 for Extended School Year services and year round schools. Traditional calendar schools start in August.
Vendor Responsibilities – Bullet #9, Pg. 6	To re-confirm, can you confirm (yes or no) for all options that apply listed below or provide further clarification on the district's expectations for approval?	Once a bid is accepted and a contract is finalized, the therapist must have sex offender, background, DCDEE checks and drug screen completed and passed. There is no 24 hour rule. Apologies for the confusion.

	<div><div><div>a. Therapists must complete their background check and SOR within 24 hours of being approved for their contract assignment. Obtaining the results can take more time.</div><div>b. Therapists must obtain the cleared background check and SOR results within 24 hours of being approved their contract assignment.</div></div><div>Therapists must obtain the cleared background check and SOR results within 24 hours before their contract assignment begins (i.e., before their start date).</div></div>	
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