



Office of Purchasing
10910 Clarksville Pike Ellicott City, Maryland 21042-6198
(410) 313-6724, fax (410) 313-6789

February 27, 2019

TO: All Prospective Vendors
FROM: CeCe Clement, Purchasing Manager
RE: RFP # 001.19.B2 - Addendum No.2
Physical, Occupational and Speech Language Therapy Services, Teachers of the Deaf and Hard of Hearing and Teachers of the Blind and Visually Impaired

The following amends the above referenced solicitation. Receipt of this addendum must be acknowledged in your proposal submission.

A pre-submission will be held on Wednesday, March 6, 2019 at 11:00 a.m. in the Challenger Building (across from the Purchasing Office) at the Howard County Department of Education, 10910 Clarksville Pike, Ellicott City, MD 21042. Attendees are reminded that all information will be posted via the Purchasing web site., <https://purchasing.hcpss.org/business-opportunities>. Please visit the site often for updates, changes, etc. A series of questions and associated responses will be posted on the web site to assist vendors in preparing their submissions.

Vendors may not join the Pre-Submission meeting via telephone (i.e. conference call).

Due Date

Vendors are reminded that their proposals are due at the Department of Education office located at the address above **prior to 11:00 a.m., Thursday, March 21, 2019**. Late responses will not be accepted.

Changes

Part I, item 1.5, please change the following:

March 5, 2019	Deadline for the submission of written questions
March 6, 2019	Pre-submission meeting, 11:00 a.m., Challenger Building, Dept. of Education
March 21, 2019	Deadline for submission of responses (11:00 a.m. EST)

FORM FOR COST PROPOSAL – delete “Supervisor Visit Fee” line and “Other Costs” line. Please provide a flat hour rate with no other fees, charges, etc.

Delete - Part III, 3.1, B 1.e

Under 3.4.2.13, please change reference to the confidentiality attachment from “Exhibit C” to “Appendix E”.

Additions

Please add 3.5.10 HCPSS is responsible to provide the appropriate care for our students from birth to age twenty-one (21).

Clarification/Questions

1. CeCe Clement, Purchasing Manager, celement@hcpss.org, will be the contact prior to award. All questions and proposals are to go her attention.
2. Typical caseload for therapists – will differ from professional group and level
3. Active IEP Students (total for Special Education) - 6006, which includes Speech – 3527, OT – 1363 and PT - 204
4. Number of working days – 196 workdays
5. Typical school day hours – 7-1/2 hours a day which includes a 30 minute unpaid lunch period
6. Open to contracting part-time therapists – Yes
7. Travel time between school sites is included as part of the therapist's day and working hours
8. Travel time between schools will depend on assignment; all in county, and no mileage paid
9. Contractual staff will not be allowed to work from home
10. HCPSS will not take CF's for SLPs unless the vendor supplies the direct supervision in accordance with ASHA regulations
11. HCPSS will not pay for Supervisor Visits (Line to be deleted from Form for Cost Proposal)
12. Supervision at HCPSS facilities will be the responsibility of the Program Head for that department/discipline. That individual will handle orientation for clinicians onboarding and answer daily operations questions and concerns
13. Billable Hours:
 - a. IEP Meetings – Yes, at regular rate
 - b. Orientation Sessions – Yes, at flat rate HCPSS pays to its own employees
 - c. Professional Development & other district-sponsored meetings – Yes, at regular rate
 - d. Paperwork and documentation – Not outside the regular seven (7) working hours
 - e. Mileage between school sites – No
14. Anticipated contract award date – April 25, 2019
15. Number of vendors expected to be awarded – Approximately 8-10
16. Contract start date – May 1, 2019
17. Current vendors for therapy services:
 - a. Supplemental Health Care
 - b. Educational Based Services
 - c. Clarity Service Group
 - d. Arbor E & T, LLC
 - e. Invo HealthCare Associates, Inc.
 - f. Cobb Pediatric Therapy Services
18. Current bill rates - \$64-69/hour
19. Current contracts are due to expire. Contract periods can typically run 4-5 years.
20. FY19 Operating budget for contracted services - \$413,000
21. FY20 Operating budget for contracted services - \$650,000 (pending approval)
22. Therapy services will be required solely in public schools and intervention programs within HCPSS, no private schools
23. Providers will be assigned to either Infants & Toddlers or school-aged students, not both
24. Number of HCPSS therapists on staff – Approximately 200
25. Resumes required at proposal submission – Yes
26. Certification requirements – TVIs and T of D/HH to be certified in their teaching specialty and know either Braille or ASL

27. References required – A minimum of three (3)
28. Criminal background checks and fingerprinting will be the responsibility of the contractors
29. Financial Information – not required at time of proposal submission, but shall be provided upon request.
30. Part 2.6 – “Principals” is defined as President, CEO, owner or party that gives legal authority
31. Equipment and supplies, including technology, Wi-Fi and all testing materials/protocols will be provided by HCPSS
32. Payment terms – 30 days (see contract)
33. Tele-speech services – No, not at this time
34. ESY services – can be considered, not requested
35. Computer capabilities – required for documentation and general computer skills
36. Insurance certificates requires with proposal - Yes