



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

March 8, 2019

TO: All Prospective Vendors
FROM: ^{C. Clement} CeCe Clement, Purchasing Manager
RE: RFP # 001.19.B2 - Addendum No.3
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.

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 III, 3.3 Financial Information. Initial paragraph should now read:
Every Offeror may be required to submit a financial statement upon request, and other financial data requested or required, within **5 days** of the request, in a separate sealed envelope labeled "Financial Statement and Data."

Clarifications

1. A designated workspace will be provided for all contracted therapists
2. Therapists will be hired based on need. PT – low incidence; OT – low incidence; Speech - Predominant
3. Not all positions will be full-time; based on needs
4. Orientation/Training – Though not required, therapists are strongly encouraged to attend New Teacher Orientation that takes place with two weeks before the start of the school year. A flat fee will be paid for them to attend this session. Once school starts training will be provided on-site by the Program Head for that department/discipline and therapists will be paid at their regular paid rate.
5. Invoices Due – Monthly, but no particular date and no preferred template. Digital time sheet is acceptable. Invoices are to go to: HCPSS, Attn: Dr. Emily Kinsler, 5451 Beaverkill Road, Columbia, MD 21044
6. Program heads will contract contractors when a position is required.
7. Top foreign languages in Howard County: Spanish, Mandarin, Korean, Urdu and Telugu
8. All therapists expected to keep notes and documentation up to date.
9. Data privacy is extremely important and contractor will be expected to enforce it (see Exhibit C)
10. No pay for snow days or for working from home.
11. Therapists will be paid their regular rate for professional development days.
12. Any extra services contractors can offer or provide can be included with proposal packages, but the descriptions and pricing must be submitted separately.