

# RHINEBECK CENTRAL SCHOOL DISTRICT

BUSINESS OFFICE

REQUEST FOR PROPOSAL (RFP)

PHYSICAL AND OCCUPATIONAL THERAPY SERVICES

## ADDENDUM

- 1) How many vendors received this request for RFP? **We have confirmation of 10 requests, but the RFP was made available via website, so additional vendors may submit to Rhinebeck CSD but known to us at this time.**
- 2) How many vendors do you plan to award preferred supplier status? **1 - 2**
- 3) Would you award a MSP agreement for a firm to manage all temporary staffing if they propose a competitive pricing plan, and if that firm is capable of staffing all positions? **Yes**
- 4) How many temporary staffing vendors do you currently have? **Three in the area of OT and PT.**
- 5) Have you contracted for Occupational and Physical Therapy Services in the past? **Yes**
- 6) What was the spend on the previous contract(s)? **During the 15-16 school year we spent approximately \$20K for physical therapy and \$100K for occupational therapy, but we are implementing a new model and creating new method in which students are selected for evaluation for therapy.**
- 7) What was the solicitation number/title on the RFP for the current awarded contract (if applicable)? **Not applicable.**
- 8) Do you have a budget estimate for 2017-18, and if so, what is it? **The budget for next year is \$100,000.**
- 9) What is/are the current hourly pay rate and/or yearly salary for each position being requested? How many days of vacation and sick time do they receive? **Unfortunately, we are unable to provide this information due to vendor confidentiality. No paid sick days or vacation days are available with this contract, they are contractors and not employees.**
- 10) In regards to supervision, what type of oversight is provided by the school? **The Director of Special Education is the main supervisor who meets regularly with the providers.**
- 11) How are awarded firms notified of individual needs for providers? **The Director of Special Education will communicate this with the vendor.**
- 12) How many Occupational and Physical Therapy providers are you seeking total? **One of each, if the total number of hours can be completed within the scope of that therapist's week. In the past, OT services, have been provided by two individuals.**
- 13) What will the schedule of the Occupational and Physical Therapy providers be? **This will be determined based on the student's schedules.**
- 14) We are located in the state of Florida and we do not have an office in the State of New York. Is it your preference for a company to have an office in the State of New York? **YES.**
- 15) How many PT, OT, and/or COTA's do you foresee needing for the 2017-18 school year? **One PT and one COTA with the supervision of an OT or, alternatively, an OT only.**
- 16) For what grades will the PT, OT, and COTA provide services for **and** what will be the caseload? **The position serves the entire district, grades kindergarten through twelfth however most of the services take place at the elementary school (K – 5).**
- 17) If the vendor provides a COTA, do you also require the vendor to also provide an OT to supervise the COTA **OR** will the District provide supervision? **If the vendor provides a COTA the vendor must also provide the OT for supervision.**

- 18) Are you requiring vendors to submit a proposal response for all service categories **OR** can we just submit for a single category? **Vendors can submit a proposal for one or all categories.**
- 19) I understand resumes are to be included in the proposal submission. Can you verify that you will not reach out to the candidates for an interview until an agreement between the school and the awarded vendor has been made? **We will not reach out to any candidates during this process.**
- 20) Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award? **Vendors must guarantee to provide services.**
- 21) If Rhinebeck Central School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice? **Yes.**
- 22) Can we incur in any penalties or be liable for any damages for not having a PT/OT/COTA available upon your school's request in a timely manner or would your school terminate the RFP contract with our company? **The district would terminate the RFP should the vendor not be able to provide the service.**
- 23) To clarify, what would be the payment terms of Rhinebeck Central School District (Net 30)? **Yes**
- 24) To pay invoices, does the board meet monthly to release payment for the month? Do you remit payment only once a month? If so, do you have a calendar or specific time of month the board meets to approve payments? **No, the District has an internal claims auditor that reviews and approves bills once or twice a month and doesn't require authorization from the Board of Education.**
- 25) Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Therapy Services provided by Rhinebeck Central School District or the Vendor? **All materials are purchased through the district.**
- 26) Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment? **Yes.**
- 27) Who will be the representative from Rhinebeck Central School District to determine which materials/equipment are required for the Therapy Services? **The therapists will make recommendations to the Director of Special Education who will authorize all purchases.**
- 28) Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Rhinebeck Central School District? **Yes.**
- 29) Besides a New York State License and NYS Fingerprint Clearance, are there any additional Required Documents for the Therapists to start working at Rhinebeck Central School District? For Example: TB Test or any other specific immunizations or Certifications. **The only other item would be a criminal background check that the school district performs.**
- 30) Will Rhinebeck Central School District consider a Price Range depending on the candidates' level of experience? **No. It creates an issue with budgeting.**
- 31) Can you provide the current incumbent vendor(s) providing services? **The current vendors are Taconic Occupational Therapy (OT services) and Restore Occupational and Physical Therapy (PT services)**
- 32) How many needs were filled by contractors last year? **All needs were met by our vendors.**