



THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA  
 SCHOOL BOARD ADMINISTRATION BUILDING  
 Procurement Management Services  
 1450 N.E. 2nd Avenue, Room 650  
 Miami, FL 33132

Direct All Inquiries To Procurement Management Services Buyer's Name: _____ PHONE: (305) 995-_____ Email: _____ TDD PHONE: (305) 995-2400
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**BID/RFP ADDENDUM**

Date: \_\_\_\_\_

Addendum No. \_\_\_\_\_

BID/RFP No. \_\_\_\_\_ BID/RFP TITLE: \_\_\_\_\_

**This addendum modifies the conditions of the above-referenced BID/RFP as follows:**

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*All information, specifications terms, and conditions for the above-referenced BID/RFP, are included on the document posted on the Procurement Management website at <http://procurement.dadeschools.net>*

*The attached pages containing clarifications, additional information and requirements constitute an integral part of the referenced bid.*

1. If your bid/proposal has not been submitted, substitute the pages marked REVISED and mail your entire bid/proposal package. **REMEMBER TO SIGN THE BIDDER QUALIFICATION FORM.**

OR

2. If your bid/proposal has been submitted, sign and return this addendum form with the revised pages by the time and date indicated on the Bidder Qualification Form. BY SIGNING THIS ADDENDUM, THE VENDOR AGREES TO THE TERMS AND CONDITIONS CONTAINED IN THE BIDDER QUALIFICATION FORM AND ALL RELATED BID DOCUMENTS.

**I acknowledge receipt of Addendum Number \_\_\_\_\_**

PLEASE NOTE: If your firm has forwarded a copy of this bid/proposal to another vendor, it is your responsibility to forward him/her a copy of this addendum.

**(PLEASE TYPE OR PRINT BELOW)**

LEGAL NAME OF BIDDER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE ZIP CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_ E-MAIL I.D. \_\_\_\_\_ FAX # \_\_\_\_\_

BY: SIGNATURE (Manual): \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

NAME (Typed): \_\_\_\_\_ TITLE: \_\_\_\_\_  
 OF AUTHORIZED REPRESENTATIVE

## ITB-18-031-CM Speech and Language Pathology Services and Evaluations

### Questions

1. **Question:** Please advise who is the current and or the former vendors/consultants providing Speech and Language Pathology Services and Evaluations for the district.  
**Answer:** The current incumbents are EBS Healthcare, Speech Rehab Services, Global Speech and Rehab Services.
2. **Question:** Were all SLP contracted positions filled last (2017-18) school year?  
**Answer:** Yes
3. **Question:** Are there any SLP positions unfilled for this (2018-19) school year?  
**Answer:** MDCPS has open positions at this time
4. **Question:** Have the current providers met your needs for Speech and Language Pathology Services?  
**Answer:** Yes
5. **Question:** What are the names of your current vendors providing Speech and Language Pathology Services to the district?  
**Answer:** Please refer to Question 1.
6. **Question:** What are the current bill rates for each of the vendors providing Speech and Language Pathology Services to the district?  
**Answer:** EBS-Therapy \$58.00 and Evaluations-\$120.00/ Speech Rehab-Therapy \$57.95 / Global Speech Rehab-Evaluations \$118.35
7. **Question:** How many SLPs have each of your vendors provided to the district during the 2018-2019 school year?  
**Answer:** To date-EBS-29, Speech Rehab-22, Global Speech Rehab-3
8. **Question:** Has the district had any open or unfilled positions during the 2018-2019 school year?  
**Answer:** Please refer to Question 3.
9. **Question:** How many contracted employees work full-time during the 2018-2019 school year? How many contracted employees work part-time?  
**Answer:** The number of contracted employees It varies by vendor and student need.
10. **Question:** Will the anticipated SLP positions be full-time or part-time?  
**Answer:** This need changes from year to year depending on when people go out on leave, retire, etc. A vendor is given so many full-time positions and each agency fills those positions with either 1 person full time or a variety of people to provide what is needed. This is based on the agencies availability and staff members.
11. **Question:** Do you allow assistants or Clinical Fellows?

**Answer:** We allow Clinical Fellows supervised by their contract company. We do not have SLP-A at this time.

12. **Question:** Will the district provide the CF Supervision, or is the company expected to provide it?

**Answer:** The company provides the CF supervisor for their staff

13. **Question:** Once the vendors for this current solicitation are awarded, will they be given the # of open positions that they can fill?

**Answer:** Each awardee will be given the number of FTE=1 position that they may fill

14. **Question:** Will each company awarded a contract have an equal opportunity to provide candidates for open positions, or will the companies with the lowest bill rates get first opportunity to place candidates?

**Answer:** Please refer to Question 10.

15. **Question:** What was the annual expenditure for all services during the 2018-2018 school year?

**Answer:** The total expenditures for the 2017-18 school year were \$2,780,848.22

16. **Question:** Does the district reimburse the contracting company separately for mileage for travel between school sites?

**Answer:** No.

17. **Question:** Is the travel time and mileage from school to school billable?

**Answer:** No.

18. **Question:** Does the district provide computers for contracted employees?

**Answer:** Desktops are available at school locations.

19. **Question:** Does the district provide the assessments and materials to be used for evaluations and treatment services?

**Answer:** Yes

20. **Question:** What's the typical caseload for therapists?

**Answer:** Between 70-85 students

21. **Question:** How many schools are typically on a therapist's caseload?

**Answer:** This depends on a variety of factors, including need, size of school, etc. It can be 2-4 schools.

22. **Question:** How many working days for therapists each school year?

**Answer:** Contract therapists work every day minus two professional development days, winter break spring break and Thanksgiving. They do not work in the summer.

23. **Question:** Does the district provide necessary training sessions, i.e. Medicaid training, that are needed in order for the contracted employees to do their jobs effectively and meet the job expectations?  
**Answer:** Yes
24. **Question:** Does the district use an on-line IEP system? If yes, which one?  
**Answer:** Accelify
25. **Question:** Does the 15 page limit indicated in Section 2.3 on page 29 include the requested forms and attachments? It seems that well over half of the page limit will be taken by the forms.  
**Answer:** No, the forms and attachments are separate.
26. **Question:** On page 33, can you please confirm that we are to respond to all items listed in Section 2.0, which includes 2.1 through 2.3, pages 22 through 28?  
**Answer:** Yes, that is correct.
27. **Question:** Once the award has been made, how will vendors be notified of the decision?  
**Answer:** Awarded vendors receive a Notice of Award from the District.
28. **Question:** Are you looking to contract with multiple vendors or a single vendor?  
**Answer:** Multiple
29. **Question:** How many contracts do you think you will award as a result of this solicitation?  
**Answer:** We are unsure.
30. **Question:** What is the district's policy on allowing contracted clinicians to switch companies, from one awarded vendor to another? Would the district allow them to switch during the school year or only at the beginning of a new school year?  
**Answer:** MDCPS does not have a policy regarding this as it relates to SLP services
31. **Question:** Will the district consider phone interviews for candidates that are not in the area?  
**Answer:** Yes
32. **Question:** Is it acceptable to bid a bill rate range?  
**Answer:** No
33. **Question:** Are you accepting multiple vendors?  
**Answer:** Please refer to Question 28.
34. **Question:** Can you please state the names of the companies presently providing speech therapy services for MDCPS as well as the hourly rate?  
**Answer:** EBS Healthcare, Speech Rehab Services, Global Speech and Rehab Services

EBS-Therapy \$58.00 and Evaluations-\$120.00/ Speech Rehab-Therapy \$57.95 / Global Speech Rehab-Evaluations \$118.35

35. **Question:** In the description of work it states that a school day of work is 7 hours. On page 32 of 38 in the last column it states that a school day is 6 hours. Please clarify how many hours each day a full-time position requires.

**Answer: 7 hours**

36. **Question:** Can you please confirm if the insurance policy below meets your District Requirements?

**Answer:** We will provide an answer in a separate attachment.

<b>Type of Insurance</b>	<b>In Force</b>
General Liability - Per Occurrence	\$1,000,000
General Liability - Fire Damage	\$100,000
General Liability - Medical Expenses	\$10,000
General Liability - Personal & Advertising Injury	\$1,000,000
General Aggregate	\$3,000,000
General Products/Completed Ops	\$3,000,000
Business Auto/Hired & Non-Owned	\$1,000,000
Workers Compensation	\$1M each accident \$1M Disease each employee \$1M Disease policy limit
<b>E&amp;O/Professional Liability</b>	<b>\$1M each claim</b> \$3M aggregate
<b>Employee Dishonesty</b>	<b>\$100,000</b>
Employment Practices	\$1,000,000 each claim \$2,000,000 aggregate
Abusive Acts	\$3,000,000/\$3,000,000

Umbrella	\$1,000,000 each occurrence/aggregate
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37. **Question:** To confirm per pg. 18, do you require the vendors to have \$3,000,000 Professional Liability for each claim **and** \$10,000,000 Employee Dishonesty for each occurrence?

**Answer:** Please refer to Question 36.

38. **Question:** To confirm per pg. 28 Billing Requirements, is the vendor not allowed to bill for hours spent when the required on-site liaison/supervisor assists in monitoring the contracted SLPs?

**Answer:** That is correct, no hours should be billed to MDCPS for the Supervisors.

39. **Question:** Per pgs. 29-30 under 2.3 Required Information, do you require the vendor to provide one (1) ASHA approved Continuing Education activity to all district employed SLPs and contracted SLPs from other vendors? OR, can the vendor provide the Continuing Education to only its own contracted SLPs?

**Answer:** This requirement is only for contracted employees.

40. **Question:** Does the district intend to award to single or multiple vendors?

**Answer:** Please refer to Question 28.

41. **Question:** Although attendance isn't mandatory, would the vendor be penalized in any way for not being able to attend the pre-proposal conference?

**Answer:** No.

42. **Question:** Per pg. 29, can you clarify if you require the vendor's entire proposal to be no more than 15 pages long? If so, are required forms, resumes, or exhibits counted toward the 15 page limit?

**Answer:** Please refer to Question 25. Resumes can be submitted as an Appendix.

43. **Question:** Per pg. 6 under Bid Submission Requirements, are there any specific formatting requirements for the bound copy of the original proposal to be submitted? Ex: preferred binding (binder, binding clips, etc.) or preferred tabs (index tabs, dividers, etc.).

**Answer:** There is no preferred method.

44. **Question:** 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?

**Answer:** We have an expectation to fill positions based on our needs, however, we do realize that recruitment is on an on-going basis

45. **Question:** Would you consider certified therapy assistants such as SLPA or CFY?

**Answer:** Please refer to Question 11.

46. **Question:** What would be the average student caseload and number of schools served by the SLP?  
**Answer:** 70-85
47. **Question:** How many working days will the SLP work during the school year (For Example: 180 days or less)?  
**Answer:** Please refer to Question 22.
48. **Question:** Are resumes required at the time of proposal submission **or** only upon award?  
**Answer:** Please submit resumes at the time of proposal submission.
49. **Question:** Can the vendor incur in any penalties or be liable for any damages for not having a SLP available upon your school's request in a timely manner **or** would your school terminate the RFP contract with the vendor?  
**Answer:** We ask the vendor for a therapist. If they cannot provide a vendor in a timely manner we ask another vendor.
50. **Question:** Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?  
**Answer:** Therapists will have access to computers at their school site. They will have email access through MDCPS, as well as, access to our ESE EMS site for IEP's and logging. Fax machines and copy machines are available at the school site.
51. **Question:** Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Miami-Dade County Public Schools (M-DCPS)?  
**Answer:** Please refer to Question 51.
52. **Question:** To complete the provision of therapy services, are Testing/Evaluation Materials provided by M-DCPS **OR** the Vendor?  
**Answer:** MDCPS provides protocols and testing/evaluation materials.
53. **Question:** Who will be the representative from M-DCPS to determine which materials/equipment are required for the therapy services?  
**Answer:** There is a Programmatic Supervisor and Chairpersons for each region that make these determinations.
54. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?  
**Answer:** Please refer to Question 17.
55. **Question:** Will M-DCPS consider an all-inclusive hourly rate range for services depending on the candidates' level of experience **OR** does the district only want a fixed flat hourly rate for services?  
**Answer:** Fixed flat hourly rate

56. **Question:** Can you provide the current incumbent vendor(s) names and fee rates providing SLP services? Has your current vendor(s) been able to satisfy your service needs?

**Answer:** Yes

EBS Healthcare, Speech Rehab Services, Global Speech and Rehab Services

EBS-Therapy \$58.00 and Evaluations-\$120.00/ Speech Rehab-Therapy \$57.95

Global Speech Rehab-Evaluations \$118.35

57. **Question:** Beside a State License, Fingerprint, and Criminal Background Checks, are there any additional required documents for the therapists to start working at M-DCPS? For Example: TB Test or any other specific Certifications of immunizations.

**Answer:** Not at the time of bid submission. The owner department will work with awardees to determine next steps.

58. **Question:** How many vendors received this ITB?

**Answer:** Not applicable.

59. **Question:** Why is the contract out for bid? Is it required to be put out for bid?

**Answer:** Not applicable.

60. **Question:** Is the county satisfied with the current provider (s) of services?

**Answer:** Yes

61. **Question:** What would the county like to see with the awarded vendor and their approach to the request?

**Answer:** To provide therapists as needed with some therapists being bilingual in Spanish and/or Hatian Creole.

62. **Question:** What factors will the county be considering when making an award?

**Answer:** Please refer to Sections 4 and 5 of the ITB.

63. **Question:** Are we required to submit pricing for all titles listed on the ITB?

**Answer:** No.

64. **Question:** How many vendors is the county planning on awarding?

**Answer:** Please refer to Question 28.

65. **Question:** If more than one, will there be primary, secondary, tertiary, etc. status for vendors?

**Answer:** We are unsure.

66. **Question:** If more than one firm is awarded and there isn't a tier system, how will jobs get distributed to firms?

**Answer:** We look at all companies equally and base our decisions on need and the capacity the contract agency ability to fill the position when needed.

67. **Question:** How many hours per week will SLPs and Audiologists work?  
**Answer:** 7 hours
68. **Question:** Typically how long are assignments?  
**Answer:** The length of assignments is dependent on the given need.
69. **Question:** How many hours did SLPs and Audiologists work in 2015, 2016 and 2017?  
**Answer:** We did not have Audiologists in previous years. SLP's worked 7 hours for a full day
70. **Question:** What was the spend on this contract in 2015, 2016 and 2017?  
**Answer:**  
Total expenditures for the 2017-18 school year = \$2,780,848.22  
Total expenditures for the 2016-17 school year = \$2,638,616.91  
Total expenditures for the 2015-16 school year = \$2,664,874.37
71. **Question:** What is expected annual spend for this contract?  
**Answer:** Total Annual expenditures are not to exceed \$3,000,000.00
72. **Question:** Has the county contracted for SLP and Audiology services in the past?  
**Answer:** Yes for SLP only
73. **Question:** If yes, what was district charged for each title?  
**Answer:** Please refer to Question 58.
74. **Question:** Who were/are the previous incumbent (s)?  
**Answer:** Please refer to Question 1.
75. **Question:** How many vendors does the district currently work with for SLP and Audiology services?  
**Answer:** Please refer to Question 1.
76. **Question:** Is this ITB seeking new firms to add on to the current vendor panel or bring in completely new vendors?  
**Answer:** This is a new ITB.
77. **Question:** Who are the incumbent vendor(s) currently providing these services, if any?  
**Answer:** Please refer to Question 1.
78. **Question:** What is the current fee structure for the incumbent vendor(s) currently providing these services? Specifically, price per hour and price per evaluation.  
**Answer:** Please refer to Question 1.
79. **Question:** What was the annual expenditure for these services ytd and for the previous calendar year?

**Answer:** Total expenditures for the 2017-18 school year = \$2,780,848.22, Total expenditures July 2018 – October 2018 = \$845,410.48

80. **Question:** Will actual staffing begin in or around February or will it begin next school year?

**Answer:** Next school year

81. **Question:** Our current limits are \$1-million per occurrence and \$3-million aggregate for professional liability. Will our \$4-million dollar excess liability policy be accepted to meet the \$ 3,000,000 Each Claim for Professional liability? This would put our professional liability at \$4-million per occurrence /\$7-million aggregate respectively.

**Answer:** Please refer to Question 36.

82. **Question:** Is page 18 correct and we are required to carry a \$10-million per occurrence policy for "Employee Dishonesty (Fidelity)"?

**Answer:** Please refer to Question 36.