

QUESTIONS AND RESPONSES
REQUEST FOR PROPOSALS NO. 060-NN10 – SPEECH AND LANGUAGE
PATHOLOGY SERVICES

1. How many contracted hours of SLP services were utilized last contract/school year?

RESPONSE: Roughly 26 FTE.

2. Who is/are the current vendors providing SLP services? How many SPL's does each vendor have providing services to M-DCPS?

RESPONSE: EBS and Progressus. EBS provided approximately 24 FTE at the end of the school year, Progressus none.

3. What rate(s) are you paying for SLP Services? Have the vendors been successful in staffing all your needs? How many years have they been providing services? Are you happy with the services they are providing?

RESPONSE: The current rate ~~\$58~~/hour. EBS has been an awardee for 5 years+, Progressus also for past 4 years +.

4. Does M-DCPS currently have any SLP compensatory time to make-up?

RESPONSE: Not system-wide.

5. Will therapist have access to internet capabilities/computers at M-DCPS?

RESPONSE: There should be access at schools but this can vary. Netbooks are provided on loan by the District.

6. Regarding RFP No.060-NN10 SLP, please confirm the number of staff resumes to be included for SLP services. On page 8 of the RFP document it states 20, though Attachment A requests a minimum of 30.

RESPONSE: Twenty resumes.

7. The RFP states that 'an agency staff member will serve in a liaison role.' Please indicate if we may assign Miami-Dade two account managers.

RESPONSE: Yes, if absolutely necessary.

8. Please note your current hiring process. Will you interview our proposed candidates and if so, are phone interviews acceptable?

RESPONSE: We sometimes interview by phone. We always check resumes and credentials. If a SLP is unacceptable to the District, the agency is asked to find an immediate replacement.

9. Florida is in the process of approving Medicaid reimbursement for Telepractice Speech Therapy but it is not official yet. We recently learned that we are unable to submit Telepractice Speech Therapy for reimbursement at this time. The RFP states that the Speech Language Services and Evaluations will be submitted for Medicaid reimbursement. Would there be an opportunity to provide services for the non-Medicaid population?

RESPONSE: All services are provided based on need and location. We prefer that all contracted SLPs be Medicaid reimbursable.

10. As requested on the RFP, if we do not have 20 SLPs with Florida Licenses at this time to include with our proposal, however, we would transition SLP Licenses from other states to be prepared to deliver services at the start of care, would this be permissible?

RESPONSE: It is highly preferred that a minimum of 20 Florida licensed SLPs be available at the time of the proposal submittal.

11. Is administering hearing screenings a requirement to be considered for a Contract Award?

RESPONSE: It is a requirement of all SLPs contracted under the proposal.

12. With the Contract Award date being September 3, what time frames will Speech Language Services to initiate start of care?

RESPONSE: The expected date of the initiation of services is 10/1/2013.

13. When submitting the RFP and including information on 20 SLPs on staff, is there an expectation for those same SLPs to still be available after September 3 or is it permissible to assign different SLPs that meet the qualifications required?

RESPONSE: Generally, we would expect a majority of those SLPs to be available. Submitting names of SLPs from databases would not result in a positive outlook on that factor.

14. How many total number of hours of speech therapy services are projected to fill through contracted speech therapy services?

RESPONSE: A maximum of 7 hours per school day for school based SLPs.

15. Do you currently pay and reimburse for travel and associated expenses?

RESPONSE: We do not reimburse mileage or travel time between schools/sites.

16. How many vendors do you plan to Award and how will they be contacted?

RESPONSE: The evaluation committee will determine number of awardees.

17. What are the largest driving factors of the decision?

RESPONSE: The discretion of the committee.

18. What is an average caseload size?

RESPONSE: Caseloads vary from 50-70 contact hours.

19. Thank you for your kind invitation for Speech Rehab Services to bid on the RFP for Speech Language Services. I note that the award will be made on September 3, yet the contract is to commence on September 1.

RESPONSE: The contract is scheduled to begin effective October 1, 2013.

20. As you are aware, typically the bids for SLP services are resolved in the spring so that the awardees have sufficient time to allocate therapists and plan accordingly for the needs in the fall.

RESPONSE: The existing contract is extended through September 30, 2013; therefore the new contract period will begin October 1, 2013.

21. With the timeline expressed in these bid documents having the bid awarded after both the commencement of the new school year and after the commencement of the Contract for Services, it appears that District's current providers would likely be the most logical successful bidders.

RESPONSE: The evaluation committee will base its selection upon the proposals submitted. Award(s) for the new contract will be made prior to the expected onset of services (10/1/2013).

22. While we would be able to staff and allocate therapists for your needs and would like to respond with a credible bid, I would ask you to comment on how you envision this bid working logistically for the successful awardee(s), who would be new service providers to the District, with no notice period between the award and the start of services.

RESPONSE: We typically provide on-site support or group support at the beginning of a new contract. The agency liaison typically participates so that they may facilitate support with us moving forward.

23. How many schools are typically on a therapist's caseload?

RESPONSE: Varies – can be anywhere from 1- 4 schools, depending upon needs.

24. How many working days for therapists each school year?

RESPONSE: Actual school days depend upon school calendar.

25. How many hours does a typical evaluation take?

RESPONSE: 1-1 ½ hours.

26. How many evaluations are typically performed per week?

RESPONSE: For the Diagnostic Team part of the RFP, we would expect 3 per day.

27. In regards to billable hours:

a. Are IEP meetings billable? RESPONSE: Yes, when the SLP is *required* to attend.

- b. Are orientation sessions billable? RESPONSE: Yes, when approved by District.
- c. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing) RESPONSE: 7 hours maximum.
- d. Are we allowed to bill for paperwork, mileage and travel between school sites? RESPONSE: No. The maximum billing allowed is for 6 hours direct service and 1 hour for paperwork.

28. On what date do you anticipate making this award and notifying vendors of the award status?

RESPONSE: September 3, 2013.

29. Have your current providers been able to meet all of your current SLP services need at Miami-Dade?

RESPONSE: Not always.

30. How many district SLPs does Miami-Dade have on staff?

RESPONSE: 143

31. How many district SLPs are retiring this year?

RESPONSE: 2

32. Does the district currently have any SLP compensatory time to make-up?

RESPONSE: Not system-wide.

33. Is Miami-Dade interested in SLPs with specialized skill sets?
a. If yes, what specific skill sets?

RESPONSE: Bilingual (Spanish, Haitian-Creole, ASL)

34. Will Miami-Dade accept therapists currently in their Clinical Fellowship (CF) year and working towards CCC Certification if they have one year of supervised experience?

RESPONSE: Yes. The agency liaison should provide the CFY supervision.

35. Do we need to provide an actual copy of each therapist's license or just a copy evidencing that they are licensed?

RESPONSE: A copy of the license.

36. With regard to the evaluation criteria listed under Section VIII Evaluation of Proposals, what are the weights associated with each criterion?

RESPONSE: Consensus Vote.

37. With regard to the evaluation criteria listed under Section VIII Evaluation of Proposals, what are the requirements to fulfill for M/WBE participation? Are there forms we need to fill out?

RESPONSE: No forms are required. If an M/WBE is to participate, please indicate the firm within the proposal. Participation is not mandatory.

38. Because school starts on August 19, what is Miami-Dade's plan to provide SLP services until an award is made on September 1?

RESPONSE: The current contract has been extended until 9/30/2013.

39. Is there a specific date range that Miami-Dade is interested in seeing for the list of school districts we have provided SLP services to since we have been a provider for over two decades?

RESPONSE: No.

40. Lastly, should I expect to receive these answers via email, or will they be released via addendum? If we provide the supervision would CFYs be acceptable?

RESPONSES: Answers will be e-mailed and posted to the Procurement website.

41. What is the current rate for Evaluations (monolingual / bilingual)?

RESPONSE: \$120.

42. Would you accept a bid for monolingual services and another for bilingual services?

RESPONSE: Yes.

43. We have started our recruitment but if by the time this contract is due (7/9/13) we haven't identified all 20 candidates would we still be considered for this contract? Of course between 7/9/13 and 8/31/13 we will be continuing to recruit in order to fulfill the requirements for this contract.

RESPONSE: Yes.

44. How many agencies will be awarded a contract?

RESPONSE: The evaluation committee will determine the number of awardees.

45. Were all your needs met for 2012-2013?

RESPONSE: Almost.

46. E-verify is for Owners on business initially only?

RESPONSE: E-verify is ongoing throughout the contract period.

47. Criminal history and background screening for owners only, level 1 for proposal. Level 2 all employees prior to services being provided?

RESPONSE: Yes. Employees must meet screening requirements of the Jessica Lunsford Act.

48. What is the current annual rate?

RESPONSE: There is no annual rate.

49. What ASHA approved CE activities has the current vendor provided?

RESPONSE: EBS provided PD on Rtl and working with students in groups.

50. How many schools are within Miami-Dade County?

RESPONSE: 373

51. Considering the age range of students requiring services (3-22), could you please provide the breakdown of how many SLPs will be required in each school?

RESPONSE: That information is not available at this time. Nearly every school has a SLP providing service but not all schools have a full-time SLP. Some schools have more than one SLP providing service – it depends upon needs.

52. Of the 346,481 students within the district, how many students require services? What is the ratio between SLPs and students?

RESPONSE: There are approximately 12,000 students currently receiving regular services. Caseloads typically range from 50-70.

53. What is the travel distance between schools?

RESPONSE: Varies, we try to minimize travel time.

54. Will SLPs need to travel? If so, is travel reimbursed?

RESPONSE: Most likely, yes. Travel is not reimbursed.

55. Do all students requiring services have an IEP?

RESPONSE: No.

56. Have additional services been needed aside from Speech & Language Pathology during the current contract?

RESPONSE: No.

57. Are any services provided done outside of school?

RESPONSE: Possibly, home based services.

58. How many school days are there in Miami-Dade? If different due to type (Elementary, Middle, High), please specify.

RESPONSE: 182.

59. What are hours within a school day? If different due to type (Elementary, Middle, High), please specify) Typical

RESPONSE: Elem hours are 8:35-3:05, middle school is 8:35 to 3:05, HS is 7:20-2:20, Prek-grade1 is 8:35-1:50, Wednesdays ES is 8:35-1:50. Some schools vary from these schedules.

60. How many hours per week will a SLP work?

RESPONSE: Typically 35 (depends upon need and assignment).

61. If equipment is needed for speech, language and hearing screenings for students, who provides it?

RESPONSE: The District.

62. How many SLPs are in a Diagnostic team?

RESPONSE: Currently, one. There are four teams.

63. What is the estimated time for a student to require SLP services?

64. What requirements/certifications will the on-site liaison/ supervisor need to have?

RESPONSE: Services are determined by need and/or IEP. The on-site liaison is expected to be a highly experienced SLP with ASHA C's.

65. How long does it take to obtain a valid business license in Miami-Dade County? Can a license be obtained by the vendor selected when the award is announced?

RESPONSE: Unable to respond to part one of this question. A copy of the receipt for fee paid is acceptable.

66. How long does it take to meet the County's Occupational License Tax requirements? Can these requirements be submitted once a vendor is selected, if vendor states their intention within their proposal?

RESPONSE: Unable to respond to part one of this question. Copy of applicable license (local or requirements for non-local business) should be submitted with the proposal.

67. What is the current Medicaid rates?

RESPONSE: Unable to respond to this question.

68. Can we submit sample resumes representative of the type of candidates we would present to fulfill the minimum requirement of 30 full-time staff?

RESPONSE: No. "Representative samples" are not sufficient.

69. We can submit a bid for Speech and Language Evaluations only, Speech Language Services only or both.

RESPONSE: Yes.

70. With the Speech and Language Services, we must include a full time liaison to coordinate speech delivery and billing for services. For the minimum 20 full time staff, are you requesting a minimum of 20 resumes for actual submissions who are available for this contract? Will the 20 resumes include SLPs and liaisons?

RESPONSE: We require a minimum of 20 resumes for SLPs who are actually available. One liaison is all that is required – separate from the other SLPs.

71. Is the bilingual capability for the SLP's providing services?

RESPONSE: The ability to provide SLP's with bilingual capabilities, rests with the agency.

72. For the SLP Evaluation Services, are you requesting 4 resumes of current staff or clinicians that are interested in being submitted for the contract?

RESPONSE: Either current staff or those committed to coming on board for this purpose.

73. On page 2, it states that the Board will meet on or about September 3rd however on page 11, it states that the bids will be evaluated on or about July 15th. Can you clarify when the proposer will be notified of intent to award?

RESPONSE: A recommendation will be presented to the School Board for approval on September 3, 2013, with a contract effective date of October 1, 2013.

74. Under Section VI Part C #3 "Certification that the proposer has checked references related to experience" – is it acceptable for us to have references on file for each candidate or is the district asking us to submit references along with profiles included in the RFP response?

RESPONSE: It is acceptable that you have references on file.

75. Under Section VI Part C #4 "Statement of availability of individual speech language pathologists and their willingness to provide services to MDCPS at various locations" – do we send over availability dates

with each profile or is this information obtained from the candidate during interview?

RESPONSE: The agency completing the proposal must make the statement.

76. Page 5, Paragraph 2 –ASHA Approved Continuing Education Activities

- a. Is the CE event expected to be a half day or full day event?
- b. Is each vendor required to provide 2 CE events per year? Or are vendors expected to coordinate the delivery of 2 CE events together? Or will this responsibility be assigned among all awarded vendors on a rotating schedule?

RESPONSE: Typically, the District works with our vendors and other entities to provide the required professional development. It can vary depending upon District needs and vendor capability.

77. Page 8, A, #1 – Are both a Florida license and ASHA certificate required for each candidate with the submission of our proposal, or will the Florida license suffice?

RESPONSE: Current licensure (as a Speech Language Pathologist) in the state of Florida is acceptable.

78. Page 8, B – States that a full-time liaison is required, yet it is not defined as such on Page 1. Please clarify if the designated liaison is expected to be full-time, assuming vendor provides a minimum of 20 SLP placements.

RESPONSE: The liaison is expected to be available full-time, as needed.

79. Page 11-12, B –Evaluation Criteria – How are the evaluation criteria weighted? Is there a scoring system for which the evaluation committee will use to determine responsiveness for award? If yes, please provide the scoring criteria.

RESPONSE: Concensus Vote

80. How many vendors do you intend to award to?

81. RESPONSE: To be determined by the evaluation committee
Do you expect to utilize vendors in a ranking order?

RESPONSE: To be determined by the evaluation committee.

82. Can both Speech Language Services and Speech Language Evaluation Services be combined into one proposal or is a separate response for each required?

RESPONSE: Yes

83. Personal information is included for each candidate among their supporting documentation (resume, reference check, statement of availability, and licensure); Can we ensure their privacy by marking these pages as Confidential with our proposal?

RESPONSE: It is the practice of The School Board of Miami-Dade County, Florida, to evaluate all Requests For Proposals in a public forum open to the Sunshine, pursuant to Florida Statute §286.011 and to make available for public inspection and copying any information received in response to an RFP, in accordance with Florida Statute §119, as such any information sent to M-DCPS is being sent into the public domain. No action on the part of the proposer would create an obligation of confidentiality on the part of the School Board,

84. Page 6, #6 –States that the contract speech language pathologists participate as a member of the school’s School Support Team. Please define this responsibility further.

RESPONSE: When needed, they function as support to the team regarding speech and language issues.

85. With regard to the portion of the bid for Speech and Language Pathology Services, the second paragraph on page 5, states that “The Agency shall provide documentation of ASHA approval to provide CEU activities”. We have never seen a requirement of a proposer to be an ASHA approved CEU provider in any other school district speech and language pathology Bid or RFP. This is not a question.

86. A review of the ASHA web site at <http://www.asha.org/ce/CEUs/ceProviders/> , reveals that the only two staffing companies which provide Speech Language Pathology services to school districts in Florida (and likely the entire U.S). which are also certified ASHA CEU providers are EBS Healthcare and

Progressus Therapy. These companies are Miami Dade District's current vendors for SLP services.

RESPONSE: It is preferable to be certified to provide ASHA CEUs, or to be able to partner with an organization that is certified. It is not a mandatory requirement. Lack of certification will not disqualify an Agency. This requirement will not render all other bids from staffing companies servicing school districts in Florida as nonconforming?

87. Will proposers be permitted to partner with ASHA approved CEU providers in order to satisfy this requirement?

RESPONSE: Yes.

88. There is a section of the RFP which details M/WBE participation. It seems after reading the paragraph that your district is looking for M/WBE companies to bid on this solicitation. Our company is not an M/WBE but could potentially subcontract with local M/WBEs for services such as office supplies, etc. Should I include this in our response or should I not address the M/WBE portion? If it is important then I want to make sure we are addressing it in some fashion, but it looks like the only option is to show that your company is or isn't a certified M/WBE and subcontracting opportunities are not available.

RESPONSE: This is not a solicitation set-aside for minority participation only. If an agency wishes to utilize an M/WBE as a partner or subcontractor, the proposal should reflect the minority firm. M/WBE participation is not mandatory for submittal of a proposal.

89. With regard to the RFP 060 NN10, for the speech evaluation portion, are the placements for these therapists full time, i.e. 35 hours per week, or is this assignment only on a per diem basis? How many hours of evaluations are anticipated to be required by the District?

RESPONSE: Assignments would be "full-time" for 5 days – payment is per evaluation completed.

90. Can we submit 20 current employee resumes who are eligible for Florida License, but have not yet finished the licensure process in the state?

RESPONSE: This would not be preferred.

91. Is it anticipated that all district therapists and contract therapists will attend continuing education events provided the vendor? If so, what is the anticipated number of attendees per continuing education event?

RESPONSE: Yes. Attendees would be approximately 225.

92. Does the Liaison have to live in the Miami Dade area or can he/she coordinate, assist, and monitor contract SLPs via telephone, email and skype?

RESPONSE: Liaison duties would be hard to provide if the liaison did not live locally – at least for a substantial portion of time.