



**ADDENDUM #001
RFP 517-2024
Speech-Language Pathology Services**

Date: May 19, 2023

Solicitation: RFP 517-2024 Speech-Language Pathology Services

Proposals Due: May 26, 2023, at 2:00 P.M. EST

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

This Addendum provides the Board's written answers to the timely written questions received.

Question	Answer																
1. Are you currently working with any agencies providing SLP services to your District?	Yes, the District currently works with several agencies.																
2. Who are the current vendors and what prices do they charge?	<table><tr><td>CBD Consulting</td><td>\$75.00/hr</td></tr><tr><td>ProCare Therapy</td><td>\$85.00/hr</td></tr><tr><td>Southeastern Therapy Services</td><td>\$65.00 - \$75.00/hr</td></tr><tr><td>Stepping Stones to Success</td><td>\$85.00/hr</td></tr><tr><td>Sunlight Speech</td><td>\$76.00/hr</td></tr><tr><td>Talk of the Town</td><td>\$62.00/hr</td></tr><tr><td>Talkative Tallahassee</td><td>\$90.00/hr</td></tr><tr><td>Therapeutic Endeavors</td><td>\$75.00/hr</td></tr></table>	CBD Consulting	\$75.00/hr	ProCare Therapy	\$85.00/hr	Southeastern Therapy Services	\$65.00 - \$75.00/hr	Stepping Stones to Success	\$85.00/hr	Sunlight Speech	\$76.00/hr	Talk of the Town	\$62.00/hr	Talkative Tallahassee	\$90.00/hr	Therapeutic Endeavors	\$75.00/hr
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3. Have these vendors been able to meet all of your SLP needs?	No																
4. How many SLP (FTE) did each vendor provide to your District for the current school year?	The vendors have each provided between 1 to 4 FTE.																
5. How many SLP (FTE) do you anticipate needing for the upcoming school year?	The District anticipates needing 21 SLPs.																
6. Do you require that clinician resumes and/or licensure be submitted with the proposal?	Yes. Please see section 3.1 of the RFP.																
7. How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?	Therapists are contracted for up to 7.5 hours per day.																
8. How many work days are they assigned for the school year?	Therapists may be assigned up to 196 work days per school year.																
9. What is the average case-load by discipline in your District?	Currently, the average caseload is 67 students per SLP. The District has caseload targets of 60 at the elementary schools and up to 80 at the secondary schools.																
10. How will vendors be notified of award?	Please see section 3.4 of the RFP.																
11. Are there opportunities for rate increases during the first three year term of the contract, or is the rate set for the first three years?	Please see section 4.1 of the RFP.																

Question	Answer
12. Do you anticipate awarding to one or multiple vendors? If multiple, how many?	Please see section 2.2 of the RFP.
13. What are the factors considered in evaluating proposals for award? a) How is the award criteria weighted? Are these factors assigned a point value? b) If yes, please outline.	Please see section 3.3 of the RFP.
14. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?	Yes, the schools are equipped with therapy materials and supplies.
15. Will assigned therapists have access to computers/laptops and printers provided by your schools?	On-site therapists will have access to a computer/laptop and printer provided by the school.
16. Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?	The Successful Proposer(s) would be required to ensure virtual therapists can access the necessary technology.
17. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?	Indirect and direct services may be billed within the agreed-upon amount of hours per day/week.
18. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?	The District anticipates placing therapists at a specific school site each day. If the therapist is requested to travel between schools, they will be paid for that time.
19. Can you provide the current Vendors and their rates?	Please see the answer to Question #2.
20. Are electronic signatures acceptable on forms (except for the forms requiring a notarized signature)?	Yes, electronic signatures are acceptable.
21. Regarding the potential candidate resumes and licenses, do you require copies of licenses or will license verification suffice?	Vendors shall submit copies of candidate licenses.
22. Regarding the 3 references: a) Can you clarify if the Proposer is to have each reference complete their part, notarize it and return to Proposer to be included in the proposal in Tab 3 or does Proposer complete the required information for the reference and the District contacts the references? b) If the Proposer is to include the notarized reference forms in our proposal, due to time constraints in receiving the original back from the reference, could we use a copy of the notarized reference form that our references can scan and email back to us?	References must be completed and notarized by the individual providing the reference and included in the Proposer's Proposal when submitted. A copy of the notarized reference is acceptable.
23. What is the anticipated number of needed full-time and part-time SLP's for the 23-24 school year?	Please see the answer to Question #5.

Question	Answer
<p>24. Regarding Attachment X:</p> <p>a) If things are not applicable, do we leave blank or write "N/A"?</p> <p>b) Is the signature of a CFO as a second signature required or will signature of authorized representative suffice?</p>	<p>a) The non-applicable boxes can be left blank or marked n/a.</p> <p>b) The company's representative authorized to submit a binding offer must sign, regardless of title.</p>
<p>25. Will the district consider proposals from companies that ONLY provide teletherapy in regards to solicitation?</p>	<p>Yes, the District will consider teletherapy providers.</p>
<p>26. What is the estimated number of positions needed (part-time vs. full-time)?</p>	<p>Please see the answer to Question #5.</p>
<p>27. Will the district award more than 1 vendor?</p>	<p>Please see the answer to Question # 12.</p>
<p>28. Is a local office required? Is there a preference for local vendors?</p>	<p>A local office is not required. Please see section 3.8 of the RFP.</p>
<p>29. Who are the prime vendors for this RFP?</p>	<p>Please see the answer to Question #2.</p>
<p>30. How do we contact these prime vendors considering that we may prefer to bid as a Sub-contractor?</p>	<p>The District cannot provide guidance to vendors on how to partner with other vendors.</p>
<p>31. Where should references be included? The RFP lists References in both Tab B and Tab D.</p>	<p>A reference form is provided in Attachment V.</p>
<p>32. Is it necessary to complete Attachment X if the proposer has not taken part in any lobbying activities? If so, what should be written as the Name of Grantee and the Title of the Grant Program?</p>	<p>Instructions are provided on the last page of Attachment X.</p>
<p>33. One of my references made a mistake when completing the reference form (they listed my company name and address instead of the reference name and address). The reference has already been notarized. If the person who signed the reference makes corrections to the errors on the form (with initials on corrections), will this be accepted?</p>	<p>Yes, that will be acceptable.</p>
<p>34. For the Company Profile, should I include the current number of SLPs or the expected number of SLPs at the time of service initiation?</p>	<p>Your company profile should include the current number of SLPs and the anticipated number if awarded the contract.</p>
<p>35. For Attachment IX, what should be listed as the PR Award Number or Project Name? Is this the RFP number?</p>	<p>The RFP number and name should be listed.</p>
<p>36. Is it necessary to list an alternate contact person on each reference form?</p>	<p>An alternate contact should be listed when available.</p>