

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**April 3, 2014**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP #1091.5, Services for Infants and Toddlers with Developmental Delays**

- Question 1:** 21.0 states the proposal should be submitted in two parts; Technical and Business. Would this mean two separate response documents or one response document with each part noted?
- Answer:** Two separate responses. The evaluation committee will receive the Part A. Technical part first to review and score and then receive the Part B Business to review and score.
- Question 1a:** Also, if two response documents are required, do the numbers of copies apply to both (1 original and 3 copies of the Technical Response and 1 original and 3 copies of the Business response)?
- Answer:** Yes
- Question 2:** Please clarify what should be included in our response to Part A. Should each area (1.0 – 27.0) be addressed separately?
- Answer:** Yes, that is why requesting the word document will help you to prepare your response in the same format as the RFP. Part B Business is the pricing, EEO information, debarment, etc.
- Question 3:** Under Part A, page 7, Section 21.0 Proposal Submission it states that the RFP is due on or before 2:00 p.m. May 7, 2009. I'm assuming that is April 17, 2014. Please clarify.
- Answer:** Yes, see Erratum/Addendum 2.
- Question 4:** 3.0 Scope of Work and 7.0 Place of Performance. Would a private practice clinic qualify as a community setting in which to serve the infant and toddler population for MCITP?
- Answer:** No, a private clinic does not qualify as a community setting to serve infants/toddlers and their families. Community settings refers to public community locations such as libraries, community parks, and parent resource centers. MCITP is mandated to provide services in *natural environments* which includes the child's home, childcare/preschool or community locations.
- Question 5:** 4.0 Mandatory Services. Does MCITP use an electronic management system to complete evaluations, daily notes, progress notes and discharge notes or is all documentation paper? Will training be provided on MCPS paperwork?
- Answer:** MCITP home visit notes and conference forms are hand written on specific forms. The Individualized Family Service Plan (IFSP) is part of the Maryland State Department of Education online system accessible through the internet once the individual is trained and assigned a log-in password. Transition reports are typed and an electronic "shell" is provided. Training for forms and documentation requirements will be provided as needed.

**Question 6:** 5.0 Staffing. Will the awarded contractor have any time to interview more speech language pathologists to service this contract if needed?

**Answer:** That is your business decision, not MCPS's.

**Question 7:** 9.5 Billing. Full-Day in-services may be invoiced for hours worked up to a maximum of seven and one-half hours. Who sees the clients on these days or is it considered an excused absence?

**Question 7a:** Is the time lost with a client(s) due to meetings considered make up times?

**Answer:** Families served by the MCITP receive a service calendar indicating when there is no early intervention service provided on *MCITP professional development training days*. Visits missed due to MCITP professional development days are considered excused absences and are not required to be made up.

**Question 8:** 11.0 Provision for Price Adjustment. Service labor rate will be based upon the Consumer Price Index (CPI) published by the U.S. Department of labor, Bureau of Labor Statistics. The request shall not exceed 75% of the percentage change of January 1 CPI's rounded to the nearest tenth of a percentage. What is included in the decision of the CPI for the labor rate? Is it based on one's years of service, experience, etc? Does the 75% relate to operating expenses for the bidding contractor as the overage of the CPI? I'm not sure what this is related to.

**Answer:** A vendor may request an hourly rate increase after one year for the Procurement Unit to review and recommend based on the CPI. MCPS reserves the right to review or reject the rate increase.

**Question 9:** 14.0 References. Our clinic services consist of private pay individuals and individuals with insurance. Will doctors referring clients to the SLPs of the private practice clinic be considered references for the services rendered?

**Answer:** Our preference is to have references from similar contracts and services.

**Question 10:** 15.0 Pricing. This contract shall be a firm fixed hourly rate contract based on 3.0 Scope of Work and 4.0 Mandatory services. Does this mean that operating expenses are not factored into the price?

**Answer:** They should be.

**Question 10a:** It is noted that the SLPs will be paid for direct contact time with the clients. What happens when clients are a no show or when the SLP is at work more than there are clients. Will they still be paid for the minimum of the 7 hours a day at the facility through the salary outlined and requested in the bidders proposal?

**Answer:** Typically early intervention providers are contracted for a specific family and for a specific service frequency, ranging from 1-4 times per month, from 45-60 minutes per session. When the family provides at least 24 hours' notice, the cancelled session is not billable. When the contractor receives less than 24 hours' notice from family for cancellation, the cancelled session is billable at the full rate per session. Documentation of cancellation is required on the MCITP cancellation form.

**Question 11:** 16. Mandatory Submissions. Will the contractor have time to interview more SLPs for this Project if necessary? Based on the information in this RFP, it is unclear how many children are identified as in need of services and how many individual places will need services. How are we to estimate how many SLPs are needed to fulfill this contract? Will each entity need to have one SLP for this RFP or will the contractor need 10 SLPs? Is there a minimum number of SLP resumes required to fulfill these requirements?

**Answer:** The needs of the MCITP vary greatly and fluctuate in response to MCITP staff vacancies due to professional staff on short and long term leave. At least 1-2 speech and language pathologists would be recommended.

**Question 12:** 19.0 Evaluation Criteria. How many points are awarded for MBE participation? How many points are awarded for the technical aspects and how many points are awarded for the expertise of the company and its staff members?

**Answer:** We do not share the weighted points.

**Question 13:** Part B, Technical Data. Within the pricing section and technical data are several factors. Are we to include our salaries, overhead and general administrative costs in one hourly rate that will be billable for each SLP?

**Answer:** Yes

**Question 13a:** What does MCITP / MCPS consider their definition of administrative costs?

**Answer:** This contract is looking for a firm fixed hourly rate.

**Question 14:** How many children does MCPS service for each discipline (SLP, OT, PT, SPED)?

**Answer:** The early intervention needs of each family served by MCITP are unique and Individualized Family Service Plans (IFSP) vary from family to family. Each of the five MCITP site serves approximately 475 families. The contractor needs of each site will fluctuate in response to staff vacancies.

**Question 15:** How many referrals would we expect to receive for each discipline (SLP, OT, and PT, SPED)?

**Answer:** FY14 average number of referral/requests per month per discipline:  
Speech : 36 , OT: 5, PT: 23 , Special Educator: 4

**Question 16:** Are services supplemental to MCPS' own direct hired staff?

**Answer:** MCITP hires its own staff; contractors provide service for MCITP staff vacancies.

**Question 17:** How are these services tied to the services provided by the Montgomery County Infants and Toddlers Program?

**Answer:** Contracted services use the same family coaching model within natural environments (home, childcare, or community) as provided by the MCPS/MCITP staff, but are provided by contractors due to a staffing vacancy.

**Question 18:** What is the typical duration and frequency of services by discipline (SLP, OT, PT, SPED)?

**Answer:** The duration and frequency of service provided is what is indicated in each child's IFSP. The contractors are expected to participate in IFSP reviews, which are in addition to the monthly service indicated on the IFSP. Billing procedures for IFSP reviews are noted in the RFP.

**Question 19:** What is the typical documentation process/ requirements?

**Answer:** MCITP documentation is required on non-electronic family visit notes, prior written notice forms, cancellation logs, family contact logs. IFSPs, draft IEPs and transition reports are typed within electronic formats.

**Question 20:** Are assessments included?

**Answer:** MCITP assessment/evaluation requires specific evaluation tools, which are provided. Training is available for these evaluations tools. However, it is expected that the agency would own at least one set of the most frequently used assessments such as the Preschool Language Scale-5, Brigance, Goldman-Fristoe, and the Developmental Assessment of Young Children II (DAYC-2).

**Question 21:** What is your policy for No-Shows? Can the vendor bill if the parent/ caregiver is not present for the scheduled appointment?

**Answer:** For MCITP cancellation policy, see answer to question #10a.

**Question 22:** Are indirect services (travel, documentation, planning, IFSP meetings) billable?

**Answer:** The MCITP billable rate covers 1.5 hours per visit. This includes a 30 minute travel time and 60 minute early intervention session. Family visit note documentation is included within the 1.5 hour billable rate. *Section 9.5 in the RFP outlines billing procedures for assessment/evaluation.*

**Question 23:** Is there a minimum number of hours/ visits that the clinician must complete daily or weekly?

**Answer:** MCITP response: NO, the number of visit sessions will fluctuate monthly according to need.

**Question 24:** How many hours of supervision are required each month?

**Answer:** MCITP: not applicable- contractors will independently perform work requested.

**Question 25:** What is the process in which MCPS will interview our candidates for review and approval?

**Answer:** MCITP will not interview your internal contractor staff. A small team comprised of MCITP professional staff will use a rubric to rate

**Question 26:** If multiple vendors are selected for award for each discipline, how will MCPS assign referrals between the vendors?

**Answer:** Assignment will be based upon availability of contractors, experience based on resumes or prior

**Question 27:** Are any additional state or EI certifications required for therapists to provide service at MCPS?

**Answer:** MCITP: see 5.1 Staffing.

**Question 28:** Will MCPS accept therapists currently in their Clinical Fellowship (CF) year and working towards CCC Certification? If yes, does the district require the vendor to provide clinical supervision?

**Answer:** MCITP: NO, SLP's must have their CCC certification.

**Question 29:** What student reports is MCPS interested in seeing with our submission?

**Answer:** MCITP: Samples of early childhood assessment reports, early intervention home visit notes.

**Question 30:** Please provide a list of all vendors MCPS currently works with, providing SLP OT PT SPED services to infants and toddlers:

- a. Length of partnership
- b. Rank (if any)
- c. # of therapists or hours provided by each vendor, by discipline
- d. Bill rate by vendor by discipline (direct services vs indirect services vs assessments)
- e. Were vendors selected through an RFP process?
- f. Is MCPS happy with their services?

**Answer:**

- a. Arbor E&T, LLC  
Associated Professional Rehabilitation Services, Inc.  
National Speech/Language Therapy Center  
Pediatric Therapy Associates
- b. Incumbent Contractors from original RFP 1091.5 awarded June 2009
- c. Not available
- d. \$67 - \$140/hourly rate range
- e. Yes
- f. Yes

**Question 31:** Has MCPS experienced an increase or decrease in population served within the last 5 years?

**Answer:** MCITP : the program continues to increase in referral rate.

**Question 32:** Does MCPS expect a growth or reduction in population served within the next 5 years?

**Answer:** School year 2014/2015 anticipated MCPS enrollment may increase by 2826.

**Question 32:** Who is the incumbent?

**Answer:** See Question 30a

**Question 33:** Is the incumbent providing satisfactory service?

**Answer:** Yes

**Question 34:** How many PTs currently servicing?

**Answer:** MCITP: average requests per month for FY14: 23 PT

**Question 35:** How many OTs currently servicing?

**Answer:** MCITP: average requests per month FY14: 5 OT

**Question 36:** How many SLPs currently servicing?

**Answer:** MCITP: average requests per month for FY14: 36 SLP

**Question 37:** What are the current rates for each type of service?

**Answer:** See Question 30d

**Question 38:** What are the hours guaranteed for each therapist each week?

**Answer:** MCITP: NO HOURS are guaranteed for any discipline.

**Question 39:** Are all hours the therapist is onsite billable even if patient is not being seen? (i.e. is this a full time position M-F for at least 8 hours?)

**Answer:** No

**Question 40:** When do you expect to make an award?

**Answer:** Anticipated Board date June 17, 2014

**Question 41:** How many students in district?

**Answer:** 151,289

**Question 42:** If we have a CFY supervisor program, would you accept CFYs?

**Answer:** MCITP: NO

**Question 43:** Does the district provide supplies/assessment tools?

**Answer:** MCTIP will provide IFSP forms, but the agency would be required to have at least one set of most frequently used assessment tools. See Answer 20.

**Question 44:** Will Therapists have access to computer and to the schools computer system?

**Answer:** MCITP: Yes, therapists can come to each of the sites to use their computers or access the schools computer system.

**Question 45:** Where will the Therapist perform treatment/evaluations (the classroom or a designated room?)

**Answer:** MCITP: MCITP Services and evaluations should occur in the most natural environment for the child, such as the home or childcare. However, the Contract agency can request a MCITP site locations for session or evaluations on an *as needed* basis, if it is determined to be in the best interest of the child. This requires a justification as it is not a child's natural environment.

**Question 46:** Will the Therapists be traveling between schools?

**Answer:** MCITP: Services are provided primarily in the child's natural environment which includes the home, childcare, preschool, and community setting. The MCITP programs are housed at five locations. Therapists may need to come to an MCITP site for meetings, to drop off or pick up paper work.

**Question 46a** If so how many schools? MCITP: not applicable

**Answer:** MCITP: There are five MCITP sites located in Silver Spring, Rockville, Olney, Gaithersburg, and Germantown.

**Question 47:** We have a program where we bring ASHA Certified, Master Degreed Speech Language Teachers, from the Philippines. These therapist have a minimum of 2 years of school based experience, are here for 3 years on a J-1 Visa and are open and available to work right away. Would they be acceptable to submit for consideration for the contract as well?

**Answer:** MCITP: NO- see Staffing 5.1

**Question 48:** Who are your current vendors by discipline and what prices do they charge?

**Answer:** See Question 30

**Question 49:** Have these vendors been able to meet all of your needs?

**Answer:** Yes

**Question 50:** How many therapists per discipline does each vendor currently provide?

**Answer:** See questions 34, 35, 36

**Question 51:** How many contract therapists per discipline do you currently use?

**Answer:** See answer to question 15.

**Question 52:** How many contract therapists per discipline do you anticipate using next school year?

**Answer:** MCITP: This number fluctuates based on short term and long term vacancies and current staff caseload.

**Question 53:** Section 16.4 – Since we do not know the specific SLP, OT or PT that would be assigned to MCPS in the event of a need, can the requirement of submitting student reports or IEPs be waived?

**Answer:** MCITP: Please submit complete resumes for all staff and copies of their licensure. Staff must have early intervention experience.

**Question 54:** In the past, Cost was only to be referenced in the Business section of the Proposal. Is that still the case? If so, where do you want that information included as your instructions indicate that we are to follow the exact order of sections A and B?

**Answer:** Put cost in Part B, Business section.

**Question 55:** Section 9.4 indicates a working day begins at the arrival of the first location and the exit of the last location. Are services billed per child? And how long is each session? Is travel time between locations included in billable hours?

**Answer:** MCITP: See section 9.5 Billing. Hourly rate must include direct and overhead costs.

**Question 56:** Section 9.5 allows for a full-day in-service to be billed at 7.5 hours, but previously it is noted that we can bill no more than 7 hours in a day. Which would be correct?

**Answer:** MCITP: Full day in-service is billable at 7.5 hours; full day early intervention service provision is billable for no more than 7 hours per day. However, it is more likely that early intervention services will be requested for a particular family/child at a specific frequency per month ranging from 1-4x per month.

**Question 57:** What specific information is required in Cost portion of the proposal? And, should cost only be discussed in section B?

**Answer:** Hourly rate and yes cost should be in Part B

**Question 58:** In which section should the Mid-Atlantic Rider Clause be included?

**Answer:** Part B

**Question 59:** Should sample invoices be included and, if so, in which section?

**Answer:** Part A

  
\_\_\_\_\_  
Barbara Regalia, CPPB, Senior Buyer  
Procurement Unit

BR

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted: \_\_\_\_\_  
Name and Title

Name of Company \_\_\_\_\_