



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS

RFP 080224SB PreK Head Start Speech Services

1. Would you consider virtual (teletherapy) SLP screening services, or are services strictly on-site/in-person under this RFP? **Speech screenings must occur in person**
2. Our authorized representative is out of state. Would the district consider printed color copies of original signatures for the hard-copy submission? **Yes**
3. For Tab C, do you also require resume(s) of potential SLPs? If yes, would you accept blind resumes with their full name withheld and their license number partially redacted to protect their privacy upon proposal submission? **Names cannot be redacted, however, license number may be partial.**
4. For Tab C, do you require the vendor to list the same three (3) references that would be included in Appendix C in Tab F, or do you require them to be different (i.e., a total of at least six (6) references)? **3 references**
5. For Tab D, would the district accept unaudited consolidated balance sheets and statements of operations for consideration? **Yes**
- The instructions show Appendix I - Compensation/Pricing Schedule is under Tab F. Can you clarify what is required under Tab G for the Pricing Schedule (e.g., vendor attaches additional details regarding the pricing)? **Please insert Appendix I under Tab G, only 1 pricing schedule is needed** Total/maximum compensation for this contract is based on the ability of the contractor to provide said speech screening services for up to 6,000 children at a rate of \$22 per child.
6. Would the district consider separate rates for bilingual screenings? **No**
7. Would the district consider alternative rate structures such as rates per screening and other service fees? **No**
8. Do you require Appendix G - Certificate of Insurance Coverage to be signed and completed by an Insurance Agent, or can it be done by an authorized representative of the company? **Must be signed and completed by an Insurance Agent**

9. Do you require the vendor to include a Certificate of Insurance with the district-named additional insured upon submission, or can the vendor provide its evidence of insurance with Appendix G? **The vendor may provide its evidence of insurance with Appendix G**
10. If the vendor has any requested deviations or exceptions to the RFP, which Tab should this be placed in the response (e.g., Tab E)? **The vendor may create a tab (i.e. Tab I) clearly defined**
11. Should the vendor anticipate requesting its Contract Addendum to be added to the district's awarded contract, does the district require the sample Addendum to be attached and written as a deviation? **This should be discussed with our Legal Department prior to signing any contract.**
12. Will teletherapy speech services will be considered as a service delivery option for this particular opportunity? **No, services must be provided in person.**
13. Are you currently working with any agencies providing PreK/Head Start Speech services to your District? **Yes**
14. Who are your current vendors and what prices do they charge? **Power of Words – contract maximum.**
15. Will the district accept a range of rates for each discipline? **No**
16. Have these vendors been able to meet all of your PreK/Head Start Speech needs? **Yes**
17. Is this RFP for screening/re-screening and/or assessments only? **screening/re-screening**
18. Is it acceptable to include additional services our company provides outside of the scope of the RFP in the event that the district needs other services in the future? **No**
19. How many PreK/Head Start SLPs (FTE) did each vendor provide to your District for the current 23/24 school year? **Unknown**
20. How many PreK/Head Start SLPs (FTE) do you anticipate needing for the upcoming 24/25 school year? **This decision is up to the vendor**
21. Will the district accept SLP-CF candidates for PreK/Head Start Speech Services? **No**
22. Do you require that clinician resumes and/or licensure be submitted with the proposal or is *after* award acceptable? **Resumes of key staff must be included**

23. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)? **7 hours**
24. How many work days are they assigned for the school year? **We do not assign work days for speech screenings.**
25. What is the average caseload by discipline in your District? **N/A**
26. How will vendors be notified of award? **A Notice of Intent to Award is written notification that a vendor has been selected for a contract award. This letter is not a guarantee of award. The Board of Education reserves the right to reject or accept the recommendation submitted. If the Board accepts and approves the recommendation, an executed agreement will be submitted to the successful supplier. If the Board rejects the recommendation, MSCS shall rescind the Notice of Intent to Award**
27. Do you anticipate awarding to one or multiple vendors? **One**
28. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools? **Vendor must provide their own supplies and assessments, as well as any technology needed.**
29. Will assigned therapists have access to computers/ laptops and printers provided by your schools? **Vendor must provide their own supplies and assessments, as well as any technology needed.**
30. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)? **Billing is per assessment given to child only.**
31. 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? **Yes. This RFP does not track travel for vendors.**
32. If contractor travels between schools, how many schools are typically on a therapist's caseload? **N/A**
33. Will the district accept electronic signatures on required forms? **Yes**
34. Does the district have specifications on binding of vendor's RFP response (e.g., 3-ring binder, staple, clip, etc.)? **No specific specifications**
35. What contract agencies do you currently use, or have used in the past, for the services of this RFP? **See previous response**

36. What hourly rates are you currently paying or have paid for these services? **\$22 per assessment**
37. How many contract agencies do you use for staffing needs? **N/A**
38. How many contracted hours are permitted in school day? **N/A**
39. How many contracted days are permitted per school calendar year? **180**
40. Will contracted staff be included in professional development days? **No**
- a. Will they be able to bill for their time for professional development days? **No**
41. Will this be a single or multi-award? **Yes**
42. What is the annual spend that is projected for 2024-2025 school year? **See RFP maximum amount**
43. What was the annual spend for the 2023-2024 school year? **\$130,000**
44. What is the current number of FTE professionals being utilized presently to service this contract? **Unknown**
45. Does the district provide evaluation/testing materials to providers? **No**
46. Does the district provide a laptop/computer to providers? **No**
47. Does the district provide an email account to the contracted providers during their assignment? **No**
48. Will the district accept proposals for teletherapy services? **No**
49. Can the vendor incur any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner OR would your school terminate the RFP contract with the vendor? **Vendor will be referred to the legal department for review of breach of contract**
50. Will the district pay for mileage traveling between school campuses on the same day? If so, is it the IRS standard rate, or is it dictated by the district? **No**
51. When is the anticipated award date for this bid? **October/November 2024**
- a. How will awarded vendors be notified? **A Notice of Intent to Award is written notification that a vendor has been selected for a contract award. This letter is not a guarantee of award. The Board of Education reserves the right to reject or accept the recommendation submitted. If the Board accepts and approves the recommendation, an executed agreement will be submitted to the successful supplier. If the Board rejects the recommendation, MSCS shall rescind the Notice of Intent to Award**

52. Will the district accept DocuSign signatures in lieu of wet signatures? **Yes**
53. What is the anticipated number of full time and part time positions? **Vendor determined**
54. Who are the current vendors providing services? **Power of Words**
55. Are your current vendors meeting your needs? **Yes**
56. How long have the incumbent suppliers held this contract? **3 years**
57. Will the district utilize its own contract, the vendor's contract, or the RFP as the agreement? **MSCS contracts incorporates the RFP language**
58. What are the current hourly bill rates for vendors providing similar services? **\$22**
59. Does the district have a cap on the hourly rate for these services? **Yes**
60. Will the district accept a rate range or a flat rate (i.e. - \$75-80/hr. versus \$75/hr.). **No**
61. Do you require resumes and license verifications of potential contracted candidates to be included in our submission? **See previously answered question**
- a. If so, can we provide sample resumes with personal information redacted?
62. How will the vendors be notified of an award? **A Notice of Intent to Award is written notification that a vendor has been selected for a contract award. This letter is not a guarantee of award. The Board of Education reserves the right to reject or accept the recommendation submitted. If the Board accepts and approves the recommendation, an executed agreement will be submitted to the successful supplier. If the Board rejects the recommendation, MSCS shall rescind the Notice of Intent to Award.**
63. Do you anticipate awarding one or multiple vendors? **No**
64. Is the vendor expected to have a clinic or local office? **No**
65. Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools? **No**
66. Will assigned candidates have access to computers/laptops and printers? **No**
67. Will the district reimburse for mileage traveled between school campuses on the same day? **No**
68. Are clinicians required to directly bill Medicaid for reimbursement or do they just complete paperwork for the district to submit to Medicaid for reimbursement? **No**
69. Is the district open to utilizing Clinical Fellows? If so, are we required to provide supervision? **The RFP does not support this.**
70. Will the district accept and consider submissions from staffing agencies? **Yes**
71. Is the district open to the using teletherapy? **No**

72. Can you provide the name and contact information for the individual who will be coordinating these services at your district? **The contact info will be provide upon contract execution.**
73. Who were the past vendors and what were the hourly rates paid for all of the disciplines? **See above.**
74. Can you provide the name and contact information for the individual who will be coordinating the services for the disciplines at the district? **The contact info will be provide upon contract execution.**
75. Can we bid a price range for all of the disciplines? **No**
76. How many hours are there per school day? **7**
77. How many school days are there per year? **180**
78. Can we bid for other special education disciplines that are not mentioned in the RFP? **No**
79. When is the anticipated award date for this RFP? **October/November 2024**
80. How many work hours are there per day? **n/a**
81. Which vendors are currently providing the services requested in the RFP? **See above**
1. What rates are you paying each vendor?
82. Will the District provide laptops and necessary supplies to perform the scope of work? **no**
83. Is the scope of work screenings only, or are evaluations included? **Screenings only**
84. Is the scope of work PRN only, or will there be scheduled hours for screenings?
Scheduled hours for screening determined by coordinator
85. Are resumes of potential candidates required in the proposal? **Yes**
1. Can the resumes be samples? **No**
86. Approximately how many screenings will there be per the \$130,000 max contract amount specified in the RFP? **5500**

Thank you,

Procurement Services