

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

**June 19, 2019**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 1134.5, Occupational Therapy and Physical Therapy Services for Students with Disabilities**

**Question 1: What is the duration of the contract?**

**Answer:** The original contract term will be for one year, but cannot start until one day after Board approval. The contract allows for up to three additional terms of one year each. See section 4.0 Contract Term in the RFP.

**Question 2: How will vendors be notified of award?**

**Answer:** Vendors will be notified of award through an official letter that is sent by email and U.S. mail to the contact person listed in the proposal.

**Question 3: Who are the current vendors providing services?**

**Answer:** The current vendors providing services are: All Source Recruiting Group Inc, Associated Professional Rehabilitation Services Inc, EBS Healthcare Inc, and Invo Healthcare Associates LLC.

**Question 4: What are the current vendors' hourly rates?**

**Answer:** Rate information is confidential and cannot be disclosed. However, last year the Board of Education awarded spending authority of \$180,000 for the contract.

**Question 5: Can we submit rates for bilingual OT/PT?**

**Answer:** no – will not be using contractors for bilingual assessments

**Question 6: What is the anticipated number of FTE therapists by discipline this contract seeks to fulfill?**

**Answer:** tbd; based on coverage needed for medical leaves

**Question 7: Do you require that therapist resumes and/or licensure be submitted with the proposal?**

**Answer:** No.

**Question 8: How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)?**

**Answer:** 7 hours

**Question 9: How many work days are they assigned for the school year?**

**Answer:** tbd – very rarely do we use a contractor for the full school year

**Question 10: What is the average caseload by discipline in your district?**

a. OT? About 10 students, 5 hours of IEP service / day but varies

PT? Varies depending on school numbers, locations,

**Question 11: Do you anticipate on awarding to one or multiple vendors? If multiple, how many?**

**Answer:** Historically we have awarded to multiple vendors based on their qualifications. However, a certain number is not predetermined.

**Question 12: Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?**

**Answer:** possibly but primary responsibility for treatment materials is by agency – contractors will not be doing initial assessments but can provide testing materials for re-evaluations if needed

**Question 13: Will assigned therapist have access to computers/laptops and printers provided by your schools?**

**Answer:** we will provide loaner Chromebook for documentation

**Question 14: Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meetings, teach consultations, etc.)?**

**Answer:** Yes

**Question 15: Are you looking for information on our management staff that will supervise this project or information on specific OT/PT experts to work on this project?**

**Answer:** would like to know your process to screen and support therapists you provide to us

**Question 16: Do you require vendors to guarantee the provision of therapy services or is it understood that we will begin recruiting on a best effort basis?**

**Answer:** Best Effort Basis

**Question 17: Does your historical use of contract therapists indicate that they will typically remain employed throughout the school year, or that they are replaced during the school year if the district is able to locate a direct hire?**

**Answer:** replaced during the school year if the district is able to locate a direct hire

**Question 18: Are we required to submit redacted copies?**

**Answer:** It is recommended and preferred to submit a redacted copy of the submission. MCPS received Freedom Of Information Act (FOIA) request regularly and your submission may be viewed by the public. MCPS utilized the redacted copies for these requests.

**Question 19: Is there a preference for binding the bids? (Binder, tabs, staple, clip, etc)**

**Answer:** It is preferred that submissions be in binders with tabs clearly labeling each section. See section 9.0 Mandatory Submission.

**Question 20: Can we submit our electronic copy as a PDF?**

**Answer:** Yes

**Question 21: How many vendors do you anticipate selecting to cover the needs in the bid?**

**Answer:** See Question 11.

**Question 22:** Who is currently providing services requested in the bid?

**Answer:** See Question 3.

**Question 23:** What are the rates currently paid for the services in the bid?

**Answer:** See Question 4.

**Question 24:** Is the pre-proposal conference mandatory?

**Answer:** No.

**Question 25:** How many full-time and part-time OT and PT positions are available for contract?

**Answer:** tbd; based on vacancy/leaves

**Question 26:** How many hours do you anticipate for each discipline per week?

**Answer:** tbd

**Question 27:** What is the rate range per hour the district is currently paying for therapy services?

**Answer:** See Question 4.

**Question 28:** Do you require resumes? If so, can they be blind?

**Answer:** See Question 7.

**Question 29:** Is mileage paid?

**Answer:** Per section 3.6.3, Transportation and Mileage reimbursement; MCPS shall not allow for travel expenses.

**Question 30:** Will you consider tele-therapy for OT services?

**Answer:** No

**Question 31:** Do we have to have an office in Maryland to qualify?

**Answer:** No.

**Question 32:** Due to the detailed information requested in this solicitation, would the district consider a extension of the due date for this RFP?

**Answer:** No.

**Question 33:** How many vendors does the district expect to award a contract to for the services requested in this solicitation?

**Answer:** See Question 11.

**Question 34:** Can the district please clarify how needs for contractors will be distributed to vendors post-award?

**Answer:** we will contact lead contact at agency to describe coverage need

**Question 35:** Can the district please provide a detailed explanation of how points will be awarded for the pricing section of this solicitation? (i.e. lowest bill rate received maximum points, and next lowest vendor receives prorated amount; lowest bill rate received maximum points, and the next lowest vendor receives a predetermined amount of points.)

**Answer:** Request for Proposal awards are not driven by the price of the services. During the initial evaluation process pricing is not presented to the evaluation committee, as that should not be an influence on their scoring of the company's qualifications.

**Question 36:** Can the district please clarify how the evaluation criteria will be scored (i.e. points or percentages)?

**Answer:** Scoring will be based on a number of points for each of the evaluation criteria.

**Question 37:** What agencies are currently being used for OT and PT services?

**Answer:** See Question 3.

**Question 38:** What rates do those agencies charge per hour for OT and PT services?

**Answer:** See Question 4.

**Question 39:** What is the expected amount of full-time OT and PT needed for the 2019-2020 school year?

**Answer:** See Question 25.

**Question 40:** Of the total amount of expected full-time OT's and PT's needed for the upcoming year, how many are expected to be filled internally, and how many are expected to be contracted out?

**Answer:** TBD

**Question 41:** Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendors supplied OT and PT utilized during the 2017-2018 school year?

**Answer:** See Question 4.

**Question 42:** Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing materials, office supplies, etc.)

**Answer:** See Questions 12 and 13.

**Question 43:** Can the district please describe the supplies and materials that contracted providers will be expected to provide?

**Answer:** See Question 12.

**Question 44:** Are coil binders accepted or do they have to be 3-ring binders?

**Answer:** Yes, coil binding is fine.

**Question 45:** Should the table of contents and tabs mirror the bulleted list on page 6 under "Complete Response Must Include"?

**Answer:** It is not necessary to have a tab for every bulleted point, sections may be grouped together. It is up to the vendor to decide how to separate sections. The only requirement that we have is the response follows the outline of the RFP.

**Question 46:** If we don't mark any information in our proposal as confidential, do you still need a separate 'redacted' copy?

**Answer:** See Question 18.

**Question 47:** Can you please clarify what is expected for the first point under "Mandatory Submissions"? Do we say, "1.0 Intent: Understand and Comply" and so on?

**Answer:**

**Question 48:** How many students with MCPS receive special education services?

**Answer:** About 17,000 students

**Question 49:** Of those students, how many students received the following services?

- a. OT? 2440 5-21y
- b. PT? 461 5-21y

**Question 50:** Who are the incumbent contracting agencies servicing this contract?

**Answer:** See Question 3.

**Question 51:** How many therapists do each incumbent vendor staff with MCPS?

- a. OT? - varies
- b. PT? - varies

**Question 52:** What are their current fees for services?

- a. OT?
- b. PT?

**Answer:** See Question 4.

**Question 53:** How many agency therapists do you anticipate hiring for the 2019-2020 school year?

- a. OT?
- b. PT?

**Answer:** See Question 11.

**Question 54:** Does MCPS provide laptops/ computers for therapists to utilize throughout the school year?

**Answer:** See Question 13.

**Question 55:** Will ESY services be requested?

**Answer:** not typically – not needed in last 7 years

**Question 56:** Does MCPS provide therapy materials and evaluations for therapists to utilize?

**Answer:** See Question 12.

**Question 57: Will therapy services be provided to the public schools only? Or may a therapist also be assigned to HCPS Private Schools for service delivery?**

**Answer:** periodically in private preschools

**Question 58: What is a typical caseload for a therapist?**

- a. OT?
- b. PT?

**Answer:** See Question 10.

**Question 59: Does MCPS provide a preferred template for invoicing?**

**Answer:** Yes

**Question 60: Are criminal background checks processed through MCPS or is the contracting company responsible for completing the background checks and providing a 365-day form to MCPS?**

**Answer:** Once a contractor is considered for award information will be sent regarding the background check process. The contractor is responsible for having the employees fingerprinted. If employees have been fingerprinted within the last year, it is possible to submit the 365-day form.

**Question 61: Approximately how many schools does each therapist typically services?**

- a. OT?
- b. PT?

**Answer:** OT? About 4 but varies PT? about 7 but varies

**Question 62: How many full-time and how many part-time therapists is MCPS looking for?**

**Answer:** See Question 25.

**Question 63: Is travel time between school sites included as part of the therapists day and working hours?**

**Answer:** Yes

**Question 64: Can vendors use online timekeeping systems, and if so, will MCPS supervisors be willing to sign-off on time records online?**

**Answer:** No

**Question 65: How many work days per school year?**

**Answer:** See Question 9.

**Question 66: Will therapists work at one school or multiple schools per week?**

**Answer:** multiple almost always

**Question 67: Can you provide a hyperlink for the Maryland On-Line IEP training that is required to be completed prior to the start of the therapy services?**

**Answer:** no – we will provide that training internally their first days on site

**Question 68: Is there a mandatory number of students that a therapist should see for direct therapy per day?**

**Answer:** No

**Question 69: Is an OT and PT compensated for IEP Meetings, IEP meeting prep and documentation?**

**Answer:** Yes

**Question 70: How many professional days are scheduled per year?**

**Answer:** no pay for contractors for professional days – MCPS therapists have about 5 in school year

**Question 71: Do therapists have to log “other” activities on the timesheet in addition to direct services? (e.g., documentation, meeting, evaluations)**

**Answer:** yes by student

**Question 72: Are sample resumes sufficient or must vendors provide resumes of actual staff they are looking to present to MCPS upon award?**

**Answer:** See Question 7.

**Question 73: What serves as sufficient documentation to prove a permanent place of business?**

**Answer:** Proof of permanent place of business can be a company’s W9 or business license.

**Question 74: While all therapists will be licenses and located in Maryland, is it your preference for the vendor to have an office in the State of Maryland?**

**Answer:** No.

**Question 75: Since on an as needed, what would be the average weekly hours of service to assist in our cost proposal for OT and PT? For Example: Full-Time 35 hours per week (7 hours/day) up to 36 weeks (180 days) billable.**

**Answer:** full time in 35h/w

**Question 76: How many OT’s and PT’s do you currently foresee needing?**

**Answer:** See Question 25.

**Question 77: Would you consider certified therapy assistance such as COTA or PTA?**

**Answer:** No

**Question 78: Would MCPS consider online tele-therapy for occupational therapy services?**

**Answer:** No

**Question 79: What are the titles of sections required for the tabs within the binders based on the instructions on page 6, under “Complete Response must include”?**

**Answer:** The response should be in the same format as the RFP is structured. The labeling of the tabs can be by RFP section/sections, attachments, required documents, etc.

**Question 80:** **Would the district consider the electronic copy via a PDF format instead of a MS word format?**

**Answer:** See Question 20.

**Question 81:** **Since the proposal response should be submitted in separate sealed envelopes, is it acceptable for the vendor to submit the separate sealed envelopes in the same package OR do you prefer the separate submittals not packaged together?**

**Answer:** The original, redacted, and requested copies can all be placed in the same package.

**Question 82:** **To confirm, are resumes required at the time of proposal submission OR only upon award?**

**Answer:** See Question 7.

**Question 83:** **Do you require vendors guarantee the provision of therapy services OR is it understood that vendors will begin recruiting on a best effort basis upon contract award?**

**Answer:** See Question 7.

**Question 84:** **Can the vendor incur in 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?**

**Answer:** If an agency is unable to provide services at the time a request is made, MCPS reserves the right to utilize another agency.

**Question 85:** **Will your school provide laptop/computers and/or an email account to the contracted providers during their assignment?**

**Answer:** See Question 13.

**Question 86:** **Who will be the representative from MCPS to determine which materials/equipment are required for the therapy services?**

**Answer:** Per RFP Section 3.7, MCPS Project Contact; Mr. William McGrath, Supervisor, Physical Disabilities Program will be the main point of contact for the contract and determining what materials/ equipment are acceptable for services.

**Question 87:** **Will therapist have access to internet capabilities, computer/laptops/iPads, office supplies, fax/copy machine at MCPS?**

**Answer:** See Question 13.

**Question 88:** **Can you provide the current incumbent vendor(s) names and fee rated providing OT/PT services? Has the current vendor(s) been able to satisfy your needs?**

**Answer:** See Questions 3 and 4.

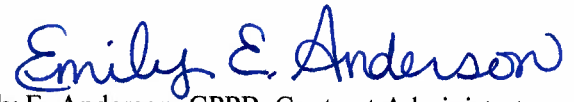
**Question 89:** **Will MCPS consider an all-inclusive hourly rate range depending on the candidates' level of experience OR does the district only want a fixed flat hourly rate for services?**



**Answer:** No

**Question 90: What is the annual expenditure available or projected for this RFP contract?**

**Answer:** See Question 4.



Emily E. Anderson, CPPB, Contract Administrator  
Procurement Unit

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Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

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

