



**CLEVELAND
METROPOLITAN SCHOOL
DISTRICT**

Purchasing Department
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May 23, 2019

To: All Vendors

From: Seletha R. Thompson
Purchasing Analyst

Re: **Addendum #2 for RFP 21271 – Comprehensive Student Support Services - Nursing, Psychological, and Speech & Language Pathology Services**

*Below is **Addendum #2 for RFP #21271**. This addendum supplements and amends the items in the Specifications. This addendum **must be noted** on the Addendum Acknowledgement Form found in the RFP. **Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the proposal to be rejected.***

Comprehensive Student Support Services - Nursing, Psychological, and Speech & Language Pathology Services

Comprehensive Question and Answer List

1. In the past bidders were permitted to bid for one specific service for a few specific/identified schools is this still allowed?
ANSWER: Contracts can be awarded to a company based on a schools specific request.
2. Would it be possible for me to get a list of the rates from this past school year? I was looking for the past School Psychologist and SLP rates.
ANSWER: Psychologist -308.04; \$298.00; \$297.05 - Speech - \$340.00
3. Also, for Nursing support services, it looks like you might be in need of RN's and LPN's. Can we provide rates for both?
ANSWER: CMSD does not use LPN's. Please provide rates.
4. Per section IV Evaluation Criteria, it is understood that physical proximity to CMSD, local access, and dedicated local office is worth 25% of the evaluation. While all therapists will be licensed and located in Ohio, it is your preference for the award vendor to have an office in Ohio?
ANSWER: This a preference but not a requirement. But would like access to therapist based on need. Certification and licensure is a requirement.
5. Per pg. 7 under Section 1: Instructions to Proposers regarding Insurance, can you confirm that the district requires, \$2,000,000 aggregate in Umbrella/Excess Liability or would the district consider \$1,000,000 aggregate?
ANSWER: CMSD requires a \$2,000,000 aggregate. The \$2,000,000 aggregate is for \$1,000,000 in Commercial General Liability and \$1,000,000 in Umbrella/Excess Liability

6. Per pg. 7 it states the diversity business goal for the RFP is 15%. Do you require vendors to work with subcontractors from diversity business enterprises in order to be considered for award? If not, how could the vendor complete the required forms under Section XII if the vendor is not participating (i.e. write "N/A" on the forms?)
ANSWER: CMSD has a diversity business goal of 15% where we request that vendor's make a good faith effort to ensure that certified diversity business enterprises be afforded the maximum opportunity to participate in contracts. If no DBE will be participating please mark the forms N/A and sign and date as required.
7. Per Section IV Evaluation Criteria, it is understood that one or multiple vendors may be selected. Does the district prefer to award to a single or to multiple vendors?
ANSWER: CMSD may award to one or multiple vendors. Certified staff however is a priority.
8. Per pg. 24 under Section VIII: Proposer Qualifications Form, will the vendor's Ohio State Business Licenses/Registration be accepted to show they are qualified to do business in Ohio and in the City of Cleveland, OR do you require the vendor company to also have a separate license to do business in Cleveland?
ANSWER: Yes this is acceptable.
9. Per pg. 9 under Section II: Proposal Requirements & Response Components & Structure, are there any specific formatting requirements for the final bid submitted with the listed required sections A through L? EX: preferred binding (binder, binding clips, etc.) or preferred tabs (index tabs, dividers, etc.)
ANSWER: Three ring binder with tabs are preferred.
10. To confirm, are you requiring vendors to submit a proposal response for all service categories OR can the vendor only submit categories of services that they will provide?
ANSWER: Only submit for services you can provide.
11. Are resumes required at the time of proposal submission or only upon award?
ANSWER: If available, please submit resumes. Upon Award vendor will be expected to show evidence of certified staff.
12. Can you provide the current incumbent vendor(s) names and fee rates providing the Speech, Psychological, and Nursing Services? Has your current vendor(s) been able to satisfy your service needs?
ANSWER: Speech Invo Healthcare \$340
Psychologist: A+ \$308.04 Mckeeon \$298.00 PSI \$297.05
Nursing Services: PSI \$41.38
13. Will Cleveland Metropolitan School District consider an all-inclusive hourly price rate range depending on the candidates' level of experience OR does the district only want a fixed flat hourly rate for each service?
ANSWER: Nursing Services: Flat fixed rate only
Psychological Services: Daily Rate
Speech: Daily Rate
14. When is the anticipated award date?
ANSWER: The anticipated award date is prior to the start of services for RFP #21271 at the discretion of the District.
15. While the services are on an as-needed basis, what would be the average weekly hours of service to assist in our cost proposal for the SLP, School Psychologist, and RN/LPN? For example: Full-time 37.5 hours per week (7.5 hours per day) for up to 180 days (36) weeks billable.
ANSWER: Psychological Services: Although therapist will be in non-publics, they will need to stay through the public schools calendar end date.
Nursing Services: Total Hours is dependent upon the students' schedule. The nurses will arrive at the students' home and ride to and from school with the student. There is a possibility that the day will last longer than 7.5. Transportation time can be up to 2 hours each

day plus the school hours.

Speech Services: These service are based on the needs of the school ranging from 1-5 days a week but the average request is for 2 days per week.

16. How many SLPs, School Psychologist, and RN/LPNs did you contract last year and/or do you currently foresee needing?
ANSWER: **Speech & Language Pathologist:** 17 PSY/Speech are requested by days per the request of the school the total days requested for the PSY- about 3 days per week Speech -about 2 days per week.
Psychological Services: This varies by school and the psychologist should be present the entire school day. This could likely range from 6.5 to 7.5. **Psychological Services:** This is based on the number of days of service needed. The total for psychological services for last school year was 12 FTEs. The number needed this year is found in the RFP.
Nursing Services: We currently have 7 need services from an LPN.
17. Do you require vendors to guarantee the provision of contracted services, or is it understood that vendors will begin recruiting on a best efforts' basis upon contract award?
ANSWER: Contractors will need to guarantee the provision of the contracted services.
18. Can the vendor incur in any penalties or be liable for any damages for not having a contracted available upon your school's request in a timely manner or would your school terminate the RFP contract with the vendor?
ANSWER: Nursing Services would terminate services and select an alternate vendor.
Psychological Services would terminate services and select an alternate vendor.
Speech Services would terminate services and select an alternate vendor.
19. To complete the provision of contracted services, are testing/evaluation materials provided by Cleveland Metropolitan School District OR the Vendor?
ANSWER: The RFP specifies that the vendor is responsible for providing testing materials.
20. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?
ANSWER: No the vendor is responsible for providing laptops/computers and emails
21. Who will be the representative from Cleveland Metropolitan School District to determine which materials/equipment are required for the contracted services?
ANSWER: Auxiliary Services and Department Managers and Coordinators
22. Will the providers have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Cleveland Metropolitan School District?
ANSWER: SLP- The vendor will have to request supplies and access from non-public schools
Nursing Services: Wi-Fi Access is available
PSY/Speech: Wi-Fi 33 Access is available and office machines in the schools. The vendor will need to supply laptops/iPad.
23. Have your vendors been able to meet your needs?
ANSWER: Overall, yes. In some cases we have had problems with certified staff and providers carrying out the necessary services appropriately. There will be meetings scheduled throughout the year (3-4 times) with vendors and staff to address these needs.
24. What is your anticipated needs for the 19/20 SY? School Psychologist, Nursing, and SLP
ANSWER: Please see RFP
25. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by the schools?
ANSWER: Vendor should be prepared to support the Non Publics with needed supplies.

26. Are we required to provide therapists with any materials or technology (laptop, printer)?
ANSWER: Yes, vendor should provide.
27. How many schools are typically on a therapist's caseload?
ANSWER: SLP caseloads are around 50. They could vary but may not exceed 3 buildings.
For psychological services 2-3.
28. Do you require vendors to guarantee the provision of therapy services or is it understood that we will begin recruiting on a best efforts basis?
ANSWER: That information will be provided upon award.
29. Does your historical use of contract therapists indicate that they 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: Therapists remain employed throughout the school year.
30. Can pricing increase during the 3year term of the contract?
ANSWER: This is based on the company submitting a response and evaluation of the responses.
31. Will our therapists bill Medicaid on behalf of Cleveland and Medicaid will pay Cleveland or does our company bill Medicaid directly and receive payment from Medicaid directly?
ANSWER: Nursing Services: Nurses are required to bill on behalf of Cleveland.
Psychological Services: At this time our contracted therapists are not billing for Medicaid.
32. Can you clarify the diversity business goal requirement? If we are not a diverse business are we required to enter a partnership with small/minority business subcontractor? What is the percentage requirement that we as a business are recommended to subcontract to small/minority subcontractor? Where can we find resources to contact small/minority subcontractors? If we secure a small/minority subcontractor for the contract and they decide to no longer work with us before the 3-year contract is up, are we required to secure another small/minority subcontractor?
ANSWER: The diversity business goal for this project is 15%. CMSD requests that vendors make a good faith effort to ensure that certified diversity business enterprises in the Cleveland Metropolitan School's relevant geographic market area be afforded the maximum opportunity to compete for contracts. Vendors can contact/visit the City of Cleveland Office of OEO website, or Cuyahoga County website for approved vendors. No.
33. Is there a bid bond requirement? What amount?
ANSWER: No bid bond is required.
34. Can you clarify what is defined as "dedicated local office"? Within what proximity would qualify as "local"? If we do not have an office in Ohio will we be penalized? [evaluation criteria- 25%]
ANSWER: Local Office is within Cuyahoga County or nearby suburb within 40 miles. No.
35. Are winning vendors responsible for SERS/STRS contributions ONLY for nursing?
ANSWER: Yes
36. Proposer's Qualifications Form #17: can you clarify? Can we list the point of contact in our company responsible/interested in this RFP?
ANSWER: Yes List those persons having interest/responsibility in this RFP.
37. Are we required to provide the State of Ohio Department of Insurance in addition to our ACORD COI?
ANSWER: If this document is available please submit in addition to.

38. Must the non-collusion affidavit be notarized in Cuyahoga County or may we notarize in Illinois?
ANSWER: This document can be notarized in the state of Illinois.
39. Does the district/schools provide psych test kits and protocols?
ANSWER: No the vendors are responsible for providing test kits and protocols.
40. Is computer access provided at the school(s)?
ANSWER: See above
41. What is the projected award date?
ANSWER: See above
42. Who are the current vendors for SLP's?
ANSWER: See above
43. Who are the current vendors for psychologists?
ANSWER: See above
44. Wanted to confirm the W9 form needs to be dated 10/2018?
ANSWER: Please use the W-9 form in the RFP or the companies W-9 with effective date of 10/2018.
45. Could you please confirm if the DBE 15-30% business goal is required for submission or if it can be submitted without a sub-contractor? If required, can you please confirm if they DBE subcontracting can be for services such as fingerprinting and background checks, or if they would have access to the 15-30% of placements?
ANSWER: The diversity business goal for this project is 15%. CMSD requests that vendors make a good faith effort to ensure that certified diversity business enterprises in the Cleveland Metropolitan School's relevant geographic market area be afforded the maximum opportunity to compete for contracts. Vendors can contact/visit the City of Cleveland Office of OEO website, or Cuyahoga County website for approved vendors.
46. Could you please also confirm the number of estimated positions that Cleveland Metropolitan School District will need to be filled?
ANSWER: Please review the RFP for the number of personnel that was used for the 2018-2019 school year. Estimated numbers 2019-2020 has not been determined.
47. Who is your current Speech Therapy Contractor?
ANSWER: Invo Health
48. How many students are in Speech Therapy in the District?
ANSWER: This number is unknown at this time.
49. Are your current SLP's District Employees or Contractors?
ANSWER: Contractors
50. How many service hours do Speech Therapy students average per week?
ANSWER: This number is unknown at this time.
51. How many school operation days annually?
ANSWER: 190
52. Will the District allow Tele-Therapy?
ANSWER: No
53. Do Speech Therapy students participate in ESY?
ANSWER: No

54. Do you allow the usage of SLPA under SLP supervision?

ANSWER: No

Pre-Proposal Meeting Agenda and Sign-In Sheet

A copy of the Pre-Proposal Meeting Agenda and Sign-In Sheet from May 13, 2019 is attached and a part of this Addendum.

BID DUE DATE

Responses are Due

June 3, 2019 no later than 1:00 PM (EST)

This Addendum shall hereby be and become a part of the Contract Documents the same as if originally bound thereto.

Each bidder shall acknowledge receipt of this Addendum in your bid response. *Failing to acknowledge this Addendum on the Addendum Acknowledgement Form may cause the response to be rejected.*

--End of Addendum #2--