

**SPECIAL ADMINISTRATIVE BOARD OF THE TRANSITIONAL SCHOOL****DISTRICT OF THE CITY OF ST. LOUIS**

Purchasing Department  
801 North 11<sup>th</sup> Street  
Saint Louis, Missouri 63101

**RFP# 051-1314 Managed Services Program****ADDENDUM No 1. – Bidders' Conference Questions and Answers**

1. Question: Please explain the primary reason for this opportunity going to bid. **Answer:** We currently use several contracted providers for many of the services we are required to provide through IEPs.
2. Question: Section 5.2.1.1 asks for detailed information addressing licensing and certification in the field of the requested services. Please clarify as to whether the District is seeking state licensure of the organization or copies of licenses for healthcare professionals. **Answer:** The expectation is that the organization is licensed to do business in the state and city. The licenses that we are asking for are for the healthcare professionals and the expectation that they be licensed to provide the services we're requesting.
3. Question: 3. Section 5.2.1.4 - Please explain what is being requested of the bidder to provide here as this appears to be a statement versus a request for additional information. **Answer:** This is a statement and not a request.
4. Question: Section 5.2.2. - Is this section referring to the bidding organization as well as each member of the project team? **Answer:** Yes.
5. Section 5.2.3.2 - How many references is the District seeking for bidders to provide? What specifics are you looking for (i.e. Name, address, phone number, description of services)? **Answer:** There is not a specific number requirement for references.
6. Section 5.2.3.4 - Is the District seeking something separate from what is being requested in Section 5.2.1.1? Please clarify that this section is seeking corporate licenses and certifications. **Answer:** See response for question #2.
7. Does the District wish to receive Part I and Part II of our response in the same binder but separated by tab dividers? **Answer:** Yes, in the same binder and labeled.
8. Section 5.3.3 - Please explain what is being requested of the bidder to provide here as this appears to be a statement versus a request for additional information. **Answer:** This is a statement.
9. According the Evaluation Criteria, 5 points are to be awarded upon M/WBE Participation. If the bidder is not a M/WBE organization but would like to make a good faith effort to meet the District's 25% Minority Business and 5% Women's Business goals, please explain the best section within our proposal for us to list this goal/plan. **Answer:** Please provide your good faith effort response in Part III (Required Documents) of the proposal.

10. Which Part (either I or II) should our responses to the 'Supplemental Questions' be placed within our proposal? Or should this be a separate section within an additional Part III? **Answer:** Your responses should be clearly marked in Part II.
11. Can the 3 MSP references requested within 5.1.1 of the 'Supplemental Questions' be the same as those listed in Section 5.2.3.2? **Answer:** Certainly.
12. The RFP clearly states it is for a managed service provider, yet in other language it seems to indicate that the contractor needs to be registered with the State of MO Medicaid program, can you please clarify? **Answer:** Providers are expected to be or become Medicaid providers. The District does bill Medicaid for Direct and SDAC services. Our therapy providers are expected to be or the District will help them to become Medicaid providers.
13. Is it the intent of the District to award to a single vendor or multiple vendors for the Managed Services Program contract? **Answer:** The intent is that there will be one vendor for managed services.
- a. If this is a single vendor contract award, is it the expectation of the District for said vendor to exercise the option to subcontract out services to fully meet the needs of the District? **Answer:** Yes. We want one provider. It is at your discretion how you service subcontractors.
- Does the District use a Vendor Management System for any of their healthcare related services contracts? **Answer:** Our vendor uses a proprietary VMS platform.
- a. If so, what is the VMS platform and is it managed by the vendor or the District? **Answer:** Yes
14. Will there be a supervisor on staff from the District that vendor clinicians will report to/or can reach out to for clinical support? **Answer:** Yes, several.
15. Will vendor clinicians at any time be expected to develop and sign the IEP as the developer? **Answer:** Yes, particularly in Speech.
16. Please provide a list of all vendors contracted to provide Medical and Therapy Services to the District and the hourly rates associated with each specific modality under the individual vendor contracts? **Answer:** Information available via Sunshine Law Request
17. Will the District provide all vendor performance reports related to current Medical and Therapy service contracts? **Answer:** Information available via Sunshine Law Request
18. In section 2.2 it states that, "the contractor shall further agree and understand that utilizing a provider that has not been approved by the SLPS to provide services under this contract may result in the immediate termination of the contract..." Will the District describe in detail, the approval process for contractor personnel? **Answer:** With contracts for the pathologists, using the resume there is a phone screening process based on a point scale.
19. What's the typical caseload for therapists? **Answer:** 40 - 60
20. How many schools are typically on a therapist's caseload? **Answer:** 2-3
21. How many working days for therapists each school year? **Answer:** Variable but budgets for 190 days

In regards to billable hours:

2. Are IEP meetings billable? **Answer:** Yes

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3. Are orientation sessions billable? **Answer: Yes**  
How many hours are in a typical school day (i.e. how many hours are therapists allowed to be on-site and billing)? **Answer: 6.5 hours per day**
4. Are we allowed to bill for paperwork, mileage and travel between school sites? **Answer: Yes**
22. On what date do you anticipate making this award and notifying vendors of the award status? **Answer: On or around June 27<sup>th</sup>, 2014.**
23. Who are the current providers for Speech Language Pathology (SLP), Occupational Therapy (OT), and Physical Therapy (PT) services? **Answer: Available by Sunshine Request**
1. Please provide the current bill rate by provider by discipline **Answer: Available by Sunshine Request**
2. Please provide the # of FTEs (full time equivalents) by provider by discipline
24. Have your current providers been able to meet all of your current SLP/OT/PT services need? **Answer: Yes**
25. How many SLP/OT/PTs does the district have on staff? **Answer: SLP – 54; PT – 4; OT - 14**
26. How many district SLP/OT/PTs are retiring this year? **Answer: Undetermined**
27. Does the district currently have any SLP/OT/PT compensatory time to make-up? **Answer: No**
28. Are resumes required at the time of proposal submission or only upon award? **Answer: Resumes are required upon award.**
1. Are resumes required for all disciplines in order to propose those services? **Answer: No**
29. How many SLP/OT/PT openings does the district anticipate filling with this RFP? Are the estimations listed on page 21 of the RFP the number of openings the district has to fill? **Answer: The estimations listed on page 21 are the expected openings.**
30. Is the district interested in SLP/OT/PTs with specialized skill sets? **Answer: Yes**
1. If yes, what specific skill sets? **Answer: Pathologists that work with children on the spectrum – i.e.: autism, hearing impaired, knowledge of the RTI process, communications, participation in assessment and diagnostic, orientation and mobility experience.**
31. Is the district interested in bilingual SLP/OT/PTs? **Answer: Yes**
1. If yes, what languages? **Answer: Refer to RFP for Foreign Language Interpreting for languages**
32. Will the district 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: Yes, we will accept clinicians in their CF year and we can provide supervision. However it is the expectation that the clinicians will be billed at a reduced rate.**
33. Who is responsible for purchasing assessment equipment and supplies in order to provide services? **Answer: The District expects that the contractor/provider will have access to the batteries that are needed to do the assessments but the district will provide protocols.**
34. Is the district open to a blended therapy model? **Answer: Yes, however it is not currently being utilized in the District.**

35. What is the district looking for in a "local MSP team" as described on page 19 of the RFP, Section 5.1.4? Does the term local team mean our proposed therapists? **Answer:** No, it does not. The district has a commitment to contract with local vendors who have a presence in the St. Louis community. We give preference to St. Louis businesses and locations around the metropolitan area.
36. What does the district mean for "non-clinical positions" as described on page 19 of the RFP, Section 5.1.6? **Answer:** Our current provider is able to contract with us for services other than OT/PT/Nursing. We are currently using them to contract teaching staff.
37. Should I expect to receive these answers via email, or will they be released via addendum? **Answer:** The answers will be available as an addendum and will be posted to the SLPS' website.

**END OF ADDENDUM 1.**