

**Educational Related Services/
Occupational, Physical and/or Speech Language Therapy**

Questions and Answers

Questions? Email us anytime at dcfaskrfp@dcf.state.nj.us

Phone number and contact person for date of delivery:

Main Number: 609-292-5665

Contacts: Karen Schemmer

Loren LaBadie

Deliver proposal to:

101 South Broad Street, 7th floor, Trenton NJ 08625

- 1. What is your purpose in providing bidders with Appendix 2 (which contains several iterations of an Educational Services Contract Agreement)?**

Appendix 2 is provided for information purposes so providers will be aware of the standard language in an Educational Services Contract Agreement.

- 2. Are bidders supposed to sign these various documents and submit them with the bid? Or is the whole of Appendix 2 provided for no other reason than information/awareness?**

No, bidders should not sign documents in Appendix 2 at this time. Individualized contracts will be developed for the successful bidder(s) after awards have been made. Appendix A is provided for information.

- 3. May we bid for a portion of the contract? For example, only OT services, and/or only select counties in our geographic area?**

Yes, you may bid for a portion of the contract. Please carefully review the RFP and the last document which you will fill in and provide as your bid for the hours and location that you wish.

4. Are these services currently under contract with another provider?

Yes, these services are currently under contract until 12/31/12.

5. If there is no current provider, will compensatory services be required for any of the students?

It is not anticipated that compensatory services will be necessary.

6. Is there a suitable treatment space in each school, with proper equipment and access to technology, including an appropriate sized desk and chair, pencil grips, computer, floor mats, wedges, balls, scooters, or other items that may be needed to support students in achieving their IEP goals?

An integrated, collaborative service model is utilized and, in concert with each student's IEP, services are largely delivered within the classroom and in natural environments throughout the school building. The schools have equipment and technology resources, as outlined in the question, suitable to support student needs.

7. Will the schools provide consumables like pens, pencils, paper, glue, etc?

Yes, the schools will provide consumables such as those listed in the question.

8. If equipment and consumables are not currently available, is there a budget over the \$85/hour to allow for the purchase of these items?

Equipment and consumables are currently available. The budget for this RFP is fixed at \$85 per hour. However, resources for emerging student needs can be requested through the IEP team process.

9. On page 13 Section 1.K- Looking for clarification regarding proof of Malpractice Insurance: We will be submitting our proof of Malpractice Insurance as stated in Section 2.A. #4. The proposal requests that we name DCF as an additional insured for Post Award Requirements. Is this our Malpractice Insurance or our General Business Insurance?

A copy of malpractice insurance is required as a component of a bidder's application (p. 16 – Section 4 Staffing). **Malpractice insurance does not need to name DCF as an additional insured.**

The post award requirements listed on p. 13 Section 1 – K are identified to be needed “where appropriate”. It is not anticipated that additional proof of insurance will be required during the post award period for this RFP and, therefore, the need to list DCF as an additional insured will not be applicable.

- 10. On page 17 item #4 of the RFP requests a copy of *IRS Determination Letter regarding applicant's charitable contribution*. What is this? I do not recall ever receiving such a letter from the IRS.**

The IRS Determination Letter is only applicable if you are a 501 (c) 3. It is not applicable if you are an individual.

- 11. On page 17 Item #9 states *Applicable Consulting Contract, Memoranda of Agreement, Letter of Commitment and other supporting documents*. What does this refer to?**

If you are a corporation and have other agreements with occupational therapists, etc. these agreements should be included.

- 12. In the past, I have submitted an original and 4 copies of my RFP. I understand I can now submit the original with a CD ROM, including a signed cover letter of transmittal. What exactly is the signed cover letter of transmittal? Also, my concern is that if I need to scan certain documents and upload them onto my computer, they will be in jpg format. Please advise if this is an acceptable format.**

You may include a letter on your letterhead indicating that the proposal is attached. Do not forget to provide and sign the Proposal Cover Sheet. If you have trouble locating the documents on our website please email DCFASKRFP@dcf.state.nj.us. Remember you lose 5 points for each document that is not provided.

- 13. Do bidders have to provide services at all the sites or can we select the sites?**

You may select the sites and services you wish to bid for on the chart attached at the end of the RFP.

- 14. Page 16, #4. Staffing: Current Letters of Support – are these letters of support for our company or is this for each of our therapists?**

Either shall be acceptable.

15. On page 5, it states that all therapists must have malpractice insurance; are we allowed to include them under our company's umbrella policy for malpractice insurance?

Yes you may.

16. Can our therapists also provide services for other programs that we are contracted for such as Early Intervention?

This RFP only includes the specific services identified on the chart attached to the end of the RFP. It does not include early intervention services.

17. What sort of professional development activities will be required? In N.J. A.C 6A:9-15, it seems to state only professional development for teachers.

N.J.A.C. 6A:9-15.1(a) indicates that the term "teacher" refers to those in positions which require possession of a provisional or standard instructional or education services certificate. Professional development related to the area of discipline and focused on the improvement of learning of all students is appropriate and acceptable to fulfill this requirement.

18. Do the students reside at the sites?

No

19. What types of disabilities do the students have who are serviced?

The majority of students are medically fragile and have severe cognitive and physical disabilities. Some students are less severely disabled but have significant emotional, behavioral and learning disabilities.

20. What are/the age ranges of the students for whom the services are needed?

Students range in age from 3 to 21.

21. Are therapy services provided in the classroom, or on a pull-out basis?

An integrated, collaborative service model is utilized and, in concert with each student's IEP, services are largely delivered within the classroom and in natural environments throughout the school building. The majority of students (especially those with severe disabilities) are served within this

model. A small number of students may be served on a pull-out basis as outlined in their IEP.

22. Are materials available for the therapists to use, including assessment materials?

Yes. Students with severe disabilities are generally only able to participate in functional assessments.

23. Are therapists providing direct services only, or will they be responsible for the full range of services, like consultation, evaluation, parent meetings, development of IEPs and participation in IEP meetings?

Therapists are providing direct services within the collaborative integrated service model.

24. What are the report-writing requirements, in terms of daily logs, SEMI Reporting, Progress Reports, etc.?

Therapy services are largely recorded in the EasyTrac system. Progress reports are required. Formats are available at the schools.

25. Are there site supervisors? If so, what are the supervision/reporting requirements?

Yes, there are site supervisors. The supervisor, the therapist and the teacher will coordinate a schedule to deliver the related services.

26. Who is the current provider of these services?

There is not one provider of these services.

27. What is the length of the contract?

Our contracts are on a fiscal year basis. This contract shall run until June 30, 2013 and, if services are still acceptable, the contract may be renewed for another fiscal year - July 1, 2013 to June 30, 2014. This is dependent upon fiscal resources being available and appropriated.

28. What are the payment terms? For example: 30 net, 60 net.

30 days net

29. Is any indirect time reimbursable?

No.

30. How many therapists do you anticipate needing for the upcoming school year, for each discipline?

Please see the list at the end of the RFP which indicates the number of hours of service needed at each school for each discipline.

31. Have your current providers been able to meet all of your staffing needs?

At times, and under special circumstances, DCF has to go outside of existing contracts for services for children in our care.

32. How many district therapists do you currently have on staff for each discipline? How many are outsourced to vendors?

There is currently one (1) speech/language therapist on staff. The remaining service needs are outsourced to vendors. Please see the list at the end of the RFP for the number of service hours needed at each school for each discipline.

33. Will this be a multi-vendor award? If so, will services be utilized in a ranking order or first serve?

Please carefully review the last page of the RFP document. You are required to indicate the sites and number of service hours you wish to bid for on this chart. The highest ranking proposals shall receive the hours that are submitted. It may occur that 2 or more providers are awarded hours at a location to fulfill the requirements.

34. Page 4 of the RFP, under Licensing requirements, it states all contracted staff must undergo both a State and Federal Criminal History Record review and Child Abuse Record information review. Are both the State and Federal Criminal History Record reviews and Child Abuse record review provided through DCF? If so, what is the process for getting our therapists approved to provide related services within your DCF campuses?

Yes, both the State and Federal Criminal History Record reviews and the Child Abuse Record Information review will be provided through DCF. Directions and paperwork for this process will be provided to successful candidates after awards have been made.

35. As a sole proprietor, a DUNS number must still be obtained. What can be done if obtaining a DUNS number takes longer than the RFP bid submission date of 10/18/2012?

Please submit proof that you have applied for a DUNS number. If you fail to have one within 5 days of award then DCF reserves the right to cancel the award and move to another provider.