

## FREQUENTLY ASKED QUESTIONS

### SCHOOL-BASED THERAPY PROVIDER VENDORS

- 1. Are you currently working with any agencies providing School-Based Therapy to your District?**
  - a. Yes
- 2. If yes to Question #1, what prices do they charge?**
  - a. Our current contractor charges \$79.50/hour for all positions aside from our psychologist, for whom they charge \$105/hour. Outside of that, the only other fee is a \$15 admin fee per position per monthly invoice.
- 3. Will the district accept a range of rates for each discipline?**
  - a. Yes
- 4. 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?**
  - a. Yes, you may include other proposed services.
- 5. How many SLP, OT, SW, Psychologists, and Teacher Consultants (FTE) did each vendor provide to your District for the current 24/25 school year?**
  - a. Based on the average monthly hours (which did vary), we had a .16 OT, .54 SLP, .5 SW, .02 PSY (PRN), and .04 TC (PRN).
- 6. How many SLP, OT, SW, Psychologists, and Teacher Consultants (FTE) do you anticipate needing for the upcoming 25/26 school year?**
  - a. We would anticipate roughly the same.
- 7. Do you require that clinician resumes and/or licensure be submitted with the proposal?**
  - a. No, but we would prefer to review those that we would be placed with closer to the school year start, if the contract is awarded.
- 8. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?**
  - a. School runs between 8:30am and 3:30pm. Monday through Friday.
- 9. How many workdays are they assigned for the school year?**
  - a. The MDE requires 180 school days per year. Based on the average number of hours per month/FTE, the number of workdays may vary. Terms would be officially set in the contract, but our contracted staff work based on the schedules they have worked out with our SpEd Coordinator and School Leader at the beginning of each school year based on that year's needs by position.
- 10. What is the average caseload by discipline in your District?**
  - a. We currently have 22 students with IEPs. Their needs vary and may be distributed differently throughout the school year.
- 11. How will vendors be notified of award?**
  - a. Vendors will be notified via email to the RFP vendor contact if awarded.

- 12. What is the duration of this contract? How many renewals?**
- a. The duration is for 1 school year. We will renew annually, in writing, if the contract is deemed satisfactory.
- 13. Do you anticipate awarding to one or multiple vendors? If multiple, how many?**
- a. We would prefer to award to one vendor, but may consider 2, if there is not a single vendor who can provide all contracted positions we are seeking.
- 14. If yes, how will you utilize and notify awarded vendors for your staffing needs? (Ranked order, broadcast to all awarded vendors, or use of preferred vendors).**
- a. In this event, we will reach out to the awarded vendors to notify them of what specific services they are awarded.
- 15. What are the factors considered in evaluating proposals for award? How is the award criteria weighted? Are these factors assigned a point value?**
- a. The factors include pricing, completeness of offered services (does the vendor provide all or many positions we are seeking), compliance track record, level of potential communication and support, and an "other" category for anything that might stand out about a vendor or their proposal, in that order.
- 16. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?**
- a. Currently, these are all provided by the vendor we have. Supplies and protocols are billed to us at a rate of \$3 each.
- 17. Are we required to provide any technology (i.e., laptops, printers, access to teletherapy platform)?**
- a. The school will provide access to hardware, if needed. While we are not currently seeking teletherapy services, should we find ourselves seeking a temporary teletherapy contingency, you would need to provide the teletherapy platform.
- 18. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?**
- a. Yes. Specifics will need to be included in the contract, if awarded.
- 19. 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?**
- a. No, we are a single-school district, and contractors would only have one school location to service.
- 20. Will the district accept electronic signatures on the required forms?**
- a. Yes
- 21. Are electronic notarizations accepted?**
- a. Yes
- 22. Is the 15 page limit a “hard limit?”**
- a. No, this is our standard suggestion, however we understand that this particular proposal is fairly involved.

