

# FAQ

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## RFP #: 21-05 SPECIAL EDUCATION SERVICES

1. We do not have an office in the State of Texas. Is it your preference for a company to have an office in the State of Texas?
  - The company does not have to have an office in the State of Texas but providers must be appropriately licensed to provide services in the State of Texas and be experienced with Texas rules and regulations regarding the specific service provided.
2. Does the district intend to award to single or multiple vendors?
  - We intend to award multiple vendors over the span of time the bid is open.
3. Could you please let me know the projected weekly hours of service for the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA?
  - Not at this time. Need for services will arise on a case by case basis.
4. If the hours are on an As Needed Basis or Part-Time, can you please let me know the number of weekly hours that the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA worked during the 2019-20 academic year? I am aware that the hours might not be the same for the 2020-21 academic year. However, this will provide us with a better understanding on how we should calculate our cost proposal for Seguin Independent School District.
  - The time was variable by service area. We had a Diagnostician that contracted three days a week, an SLP that contract three days a week, an SLP that contracted for one day a week, and then others contracted with us as needed for assessment services on a case by case basis. We had an O and M specialist contract with us for approximately 20 hours per week.
5. What is the anticipated number of full time positions per discipline (Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA) for the 2020-21 school year?
  - At this point we need a part time (20 hours per week) diagnostician, a part time speech therapist, and a part time O and M specialist. We need a BCBA to supervise an intern for approximately on hour per week. No full time positions are anticipated at this time.
6. Would you consider certified therapy assistants such as COTA, PTA, SLPA or CFY?
  - We are not seeking to contract with assistants at this time.
7. For what grades will the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA provide services for and what will be the caseload?

This will be dependent upon the needs that arise and cannot be determined at this time. LSSPs and Diagnosticians will be doing overflow assessments and will not necessarily have a caseload. Our O and M specialist would have a caseload of approximately 10 students. Speech therapy is needed primarily for assessments and for supervision of SLP positions. The BCBA position is needed for supervision of BCBA interns. We are not seeking OT or PT direct services at this time but may need assistance as the year progresses.

8. How many working days will the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA work during the school year (For Example: 180 days or less)?
  - PT and OT are not required at this time. O and M would need two to three days per week depending on student numbers. This is 72-108 days per year. Assessment services will be needed on a case by case basis for overflow assessments.
9. Are resumes required at the time of proposal submission or only upon award?
  - Resumes are preferred at time of proposal submission.
10. If Seguin Independent School District will find a permanent employee of the district and our services will no longer be needed, will the school provide the awarded vendor with a 30 day out termination written notice?
  - Respondents may make this stipulation in their proposal. There is not a guarantee that the proposal will be accepted with such stipulations.
11. Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts basis upon contract award?
  - Yes.
12. Can we incur in any penalties or be liable for any damages for not having a Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA available upon your school's request in a timely manner or would your school terminate the RFP contract with our company?
  - This would not necessarily terminate the RFP.
13. To pay invoices, does the board meet monthly to release payment for the month? If so, do you have a calendar or specific time of month the board meets to approve payments?
  - Vendors are paid net thirty. The board does not meet monthly to release payment.
14. To complete the provision of therapy services, are Testing/Evaluation Materials provided by Seguin Independent School District OR the Vendor?
  - The district provides testing materials.
15. Will your school provide laptops/computers/printers and/or an email account to the contracted providers during their assignment?
  - We provide email accounts and can provide a laptop/computer for use in the office.
16. Who will be the representative from Seguin Independent School District to determine which materials/equipment are required for the therapy services?
  - The Director of Special Education – Halcy Martin-Dean.
17. Will therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at Seguin Independent School District?
  - Yes.

18. Are the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA expected to travel between schools to provide services? If so, at what school locations will the Diagnostician, PT, OT, PT, LSSP, Orientation Mobility, Vision, BCBA travel between?

Yes and yes.

19. Are the contracted providers expected to travel between schools to provide services? If so, at what school locations will the contracted providers travel between?

- Contractors could serve at any campus within our district. See list of campus addresses.

20. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?

- Mileage within the district can be reimbursed. The standard rate for the district is \$0.54 per mile.

21. When is the anticipated award date?

- Vendor will be awarded as qualified responses are received.

22. Can you provide the current incumbent vendor(s) providing services? What is the incumbent vendor(s) current fee rate(s)? Has your current vendor(s) been able to satisfy your service needs?

- Current vendors have met our needs.

23. Who are the current vendors providing services?

- No vendors have yet been identified.

24. How will vendors be notified of award?

- Awarded vendors will be notified via email of their award or non-award.

25. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

- Yes.

26. Can pricing increase during the term of the contract?

- Pricing may be stipulated in your response...if increases will need to occur, please note that in your response.

27. Can teletherapy companies respond?

- Yes.

28. Do you have an approximate count of students that will need hearing services?

- We anticipate no more than five (5) students per year for the District.