



ROANOKE COUNTY

Purchasing Division

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August 10, 2022

ADDENDUM NO. 2 TO ALL BIDDERS/OFFERRORS:

Reference: RFP 2023-017

Description: Private School Therapy Services for Roanoke County Public Schools

Issue Date: August 3, 2022

Proposal Due: August 17, 2022

The above Project is hereby changed as addressed below:

1. Responses to Questions Submitted: Please see the following questions submitted by potential Offerors, and the responses provided by RCPS as we are able.
 - a. Who are the current vendors providing services?
[Professional Therapies of Roanoke, Inc. dba CORA Physical Therapy.](#)
 - b. Are your current vendors meeting your needs?
[They have recently reported a lack of staff available to meet our needs.](#)
 - c. What is the anticipated award date?
[Estimated roughly September 1, 2022.](#)
 - d. How will vendors be notified of award?
[Notification of intent to award is posted publicly to the County's project site; please see details provided on page 5 of RFP 2023-017.](#)
 - e. Do you anticipate awarding one or multiple vendors?
[These services have previously been provided by a single contracted vendor. However, the County/RCPS reserves the right to issue awards to multiple providers if it is deemed to be in the best interest of RCPS.](#)
 - f. What are the current hourly bill rates by vendor?
[The most recent rate is \\$160 per hour.](#)
 - g. If we provide per evaluation rates, does the district require vendors to provide all of the assessments materials/protocols?
[This contract is for therapy services, not evaluation.](#)
 - h. How many billable hours are in a school day?
[Billable hours would vary based on specific needs.](#)
 - i. What is the anticipated # of full-time or # of part-time positions?
[The number of therapists needed depends on the number of students/hours of service required each year. Currently, we expect forty-three \(43\) private day students to receive speech services; five of those also receive OT services. There are seven \(7\) potential additional students being offered ISPs at this time. The majority of students are 30/week for each discipline.](#)

- j. Is the vendor expected to have a clinic or local office?
A local clinic or office is not a strict requirement, provided the Offeror can effectively provide service.
- k. Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?
Please see response previously provided in Addendum 1.
- l. Will assigned therapists/candidates have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
Yes.
- m. Will assigned therapists/candidates have access to computers/laptops and printers provided by your schools?
If working within an RCPS school, these items would be provided. However, much of this work occurs for students in private or homeschool situations; RCPS cannot commit resources in non-RCPS settings.
- n. Do you require resumes of potential contracted therapists/candidates to be included in our submission?
Yes; see Section 3, item C.11 of RFP 2023-017.
- o. Do you require the therapists/candidates license verification to be included in our submission?
Yes; the RFP requires therapists to be appropriately licensed. Verification of such licensing should be included in proposal submissions.
- p. Is it the school's expectation to hire the therapists/candidates we will include in our proposal response if we get awarded?
No; this is a grant-funded contract to provide services on an as-needed basis.
- q. How many candidates/resumes will you need per discipline?
Offerors should propose a sufficient number of candidates to effectively provide services based on the expected number of students.
- r. Can pricing increase during the term of the contract?
See Sections 2 and 3 of the Sample Contract provided as Attachment A to the RFP. Rates may not be increased during the initial term of the contract. The contracted provider will have an opportunity to request any necessary increases annually upon renewal of the contract.
- s. 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?
Travel is required. Billable invoices must be student specific/for treatment. Hourly rates should account for and include any travel expenses.
- t. Does the school district reimburse for mileage?
No; any travel cost must be factored into the proposed hourly rate.
- u. Does the District plan to issue RFPs for other related services?
Not at this time. Vendors may remain updated on any solicitations to come by ensuring they are signed up to receive automated notifications from our project posting site. See Section 4.C for additional information on the 'Notify Me' module.

- v. Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?

[No preference; please note that the original copy should be unbound.](#)

- w. Would you like for vendors to list hourly or daily rates?

[Section 3.J of the RFP requests an hourly rate to include all related expenses.](#)

Note: A signed acknowledgment of this addendum must be received at the location indicated on the original solicitation either prior to the proposal due date or attached to your proposal.

Signature on this addendum does not substitute for your signature on the original proposal/bid document. The original proposal/bid document must be signed.

Thank you,
Kate Hoyt
KHoyt@roanokecountyva.gov

Sign Name:

Print Name:

Name of Firm:

Date: