

December 14, 2016

**BOARD OF COUNTY COMMISSIONERS  
ORANGE COUNTY, FLORIDA**

**ADDENDUM #2  
INVITATION FOR BIDS #Y17-160-MG**

**SPEECH, LANGUAGE, OCCUPATIONAL AND PHYSICAL THERAPY  
SERVICES FOR HEAD START  
TERM CONTRACT**

The following are questions, with respective answers, for the above IFB:

1. QUESTION – What is the typical caseload for therapists?

ANSWER – Caseload for therapists are assigned by the contractor, not by Orange County Head Start. The contractor develops the therapist's schedule and work.

2. QUESTION – How many working days for therapists each year?

ANSWER – Working days for therapists are assigned by the contractor, not by Orange County Head Start. The contractor develops the therapist's schedule and work.

3. QUESTION – In regards to billable hours:

- a. Are IEP meetings billable?
- b. Are orientation sessions, professional development and other district-sponsored meetings billable?

ANSWER –

3a. Orange County Head Start is not under Orange County Public Schools. Orange County Head Start conducts a Multi-Disciplinary (MDT) meeting to discuss the results of the evaluation and determination whether child needs therapy services or not. If the child needs therapy services, the written plan is an Individualized Service Plan (ISP). The MDT meeting is billable as an Individual Therapy session of 30 minutes.

3b. The contractor cannot bill Orange County Head Start for orientation sessions, professional development and other district-sponsored meetings.

4. QUESTION – Who are the current vendors for OT, PT and SLP services?

- a. Please provide the current bill rate by vendor
- b. Please provide the # of FTEs (full time employees) by vendor

ANSWER – Currently we have a temporary Purchase Order awarded to United Cerebral Palsy of Central Florida, the previous contract Y15-1105 was awarded to R.G. Therapy.

IFB # Y17-160-MG

Addendum No. 2

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- a. The prices for the temporary Purchase Order are as follows:
  - a. Speech evaluation: \$250
  - b. Physical evaluation: \$250
  - c. Individual Speech Therapy: \$50
  - d. Individual Physical Therapy: \$60
  - e. Group Speech Therapy per child: \$20
  - f. Group Physical Therapy per child: \$25
  - g. Individual Service Meeting: \$20
- b. A temporary Purchase Order was awarded to United Cerebral Palsy of Central Florida. However, they have not started services yet. Historically during the services provided in contract Y15-1105 the vendor employed between 3 and 5 therapists to provide services.

5. QUESTION – Are therapist resumes required at the time of bid submission or only upon award?

ANSWER – Therapist resumes are part of the bid package. Therefore, they need to be submitted at the time of bid opening. Additionally all items listed under Bid Response Documents on page 33 are required in your bid package.

6. QUESTION- In the section “Special Terms and Conditions”, Number 2, Letter A – the bidder is asked to provide documentation that they accept several insurance providers. There is one insurance on the list, Citrus, that only offers services in the Miami/Dade area of Florida (based on web research and discussion with a Citrus representative). Is it required that the bidder accept this insurance that does not offer services in Region 7 (Orange County)?

ANSWER- Please provide documentation with your bid package of the insurances you do accept. At time of bid evaluation the division will research further and take this information into consideration. After award if a child needing therapy services has the Citrus insurance and it is not offer in Orange County at that time Orange County Head Start will determine the next step to follow.

7. QUESTION- Bid Form page 32 items 5 and 6 is the unit cost per group or child?

ANSWER- The unit cost for item number 5 and 6 is per child in group.

All other specifications, terms and conditions remain the same.

**ACKNOWLEDGEMENT OF ADDENDA**

- a. The bidder shall acknowledge receipt of this addendum by completing the applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
  
- b. Receipt acknowledged by:

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Bidder