



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE MAY 07, 2007

PSC#752

SPEECH THERAPY

FOR

DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DELAWARE HEALTH AND SOCIAL SERVICES-STOCKLEY CENTER

Date Due: MAY 31, 2007
11:00 AM

ADDENDUM # 1

Please Note:

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE
ABOVE MENTIONED BID.

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REQUEST FOR PROPOSAL NO. PSC-752

FOR

Speech Therapy Services

The Division of Developmental Disabilities Services

Delaware Health and Social Services

Questions and answer from mandatory pre-bid meeting May 7, 2007

1. Who is the current vendor or individual providing speech therapy services?

- A FOIA request will need to be made directly to Delaware Health and Social Services and will go through the applicable review process. All requests should be sent directly to Sandra Skelley.

What is their hourly rate?

- A FOIA request will need to be made directly to Delaware Health and Social Services and will go through the applicable review process. All requests should be sent directly to Sandra Skelley.

2. Within the past (5) years, has there been a company that failed to fill any contracted physical therapy positions? If so, who was the company and what was the reason for failure?

- A FOIA request will need to be made directly to Delaware Health and Social Services and will go through the applicable review process. All requests should be sent directly to Sandra Skelley.

3. What is the current hourly or monthly rate paid by the state for these services?

- A FOIA request will need to be made directly to Delaware Health and Social Services and will go through the applicable review process. All requests should be sent directly to Sandra Skelley.

4. Will the therapists be required to provide services in the community and if so, how many hours per year?

- The RFP is for services for DDDS. The DDDS will make the determination as needed as to how many hours will be at Stockley Center and in the Community Services programs. The primary responsibility will be to the Stockley Center at this time.

5. How is this thing going to be funded? Is it 100% fee for service or will the state do some program funding?

- Funding may be comprised of state general funds and/or Medicaid/Medicare Funds, third party insurance.

6. Are there set rates for the therapies already?
 - A FOIA request will need to be made directly to Delaware Health and Social Services and will go through the applicable review process. All requests should be sent directly to Sandra Skelley.
7. Need to have an estimate of total units for each we would pursue.
 - The total units should be expressed hourly up to the maximum number of hours stipulated in the RFP.
8. Do they have a specific budget form that we should use?
 - The pricing should be expressed in an hourly, daily and annualized format once the Line Item Budget form has been completed. Use the Line Item Budget Form appended to these questions.
9. Where are these services delivered?
 - The services will be delivered within DDDS programs throughout the State with primary delivery at Stockley Center.
10. Are there specific authorizations for each person to receive services? How are people referred for services?
 - There are Interdisciplinary teams that will make recommendations for therapy needs. At Stockley Center, the assessments, evaluations, etc. are provided in accordance with the ID Team's recommendations. Within the Community Services programs, the authorization is received via their administration and in conjunction with Stockley Center's administration. Whenever possible, Medicaid and Medicare reimbursement is always the consideration.
11. What are the monitoring/accountability requirements for each service?
 - Refer to the content and specifications outlined in the RFP(s).
12. Who will perform the Therapy Services Director leadership position?
 - This will be done by the Director of Nursing in consultation with the DDDS Medical Director.
13. The RFP requires a notarized CPA letter. Can the auditor's opinion letter from the vendor's annual audited financial statements be submitted in lieu of the notarized CPA letter?
 - The RFP requires a notarized CPA letter which may include the contents of the annualized audited financial statement.

14. Are the requested therapy services provided as part of the Medicaid Waiver in DE? If so, can we have a copy of the Waiver?
- Therapy Services are not currently included in the DDDS HCBS Waiver Program.
15. There are two format instructions for the order of the proposal. One on page 18 (A-I) and one on page 20 (A-H plus Section V). Which format should be used to organize proposals?
- The pricing should be expressed in an hourly, daily and annualized format once the Line Item Budget form has been completed. Use the Line Item Budget Form appended to these questions.
16. Page 22 indicates the budget should be submitted as a line item budget. Appendix C - Contract Budget does not provide a line item budget format. Please clarify how pricing is to be submitted.
- The pricing should be expressed in an hourly, daily and annualized format once the Line Item Budget form has been completed. Use the Line Item Budget Form appended to these questions.
17. What is the term of the contract? How many years of pricing should the budget represent?
- As noted in the RFP, the contract is for one year with the ability to extend for two additional years. The budget should be representative of one year.
18. What is the expectation related to submitting direct claims to Medicaid, Medicare and other private insurance companies? What are the anticipated services that may be billable in this manner? It is the expectation that all non per diem covered services and supports may be subject to this billing (i.e., services provided to not covered by SC's per diem rates (community based recipients)).
- The expectation is that any service that can be billed to Medicaid, Medicare or private insurance be billed for reimbursement whenever possible.
19. What areas of specialized inservice training and continuing education is expected to be provided at the Center?
- There are a variety of education/in-service training that may be provided included but not limited to: lifting/handling/positioning, feeding, use of assistive technology, transportation safety, restraints, use of bedrails, etc.
20. What current and anticipated committee and work groups will each discipline be assigned (understanding this is subject to change over time as related to needs of facility and recipients of services.)
- These will be assigned by the Executive Director or Division Director. These vary based on need and type of issues.

21. What are the anticipated break down of Stockley vs. Community service hours? How will Stockley and Community work be coordinated and prioritized?
- The RFP is for services for DDDS. The DDDS will make the determination as needed as to how many hours will be at Stockley Center and in the Community Services programs. The primary responsibility will be to the Stockley Center at this time.
22. What are the expectations (timeframes and annual hours completion) for competent staffing coverage when there is one or two people on one contract in the case of maternity, extended leave and resignations?
- The expectation is that the vendor meets the needs of the people receiving services within the allotted contract hours. They are expected to ensure adequate available and competent staffing.
23. With PT contract, the total hours are for 3800 hours (verses 3600 + 2FTE's). What is the rationale for the additional 200 hours on these contracts?
- These are the hours the DDDS has determined are needed to meet the needs of the DDDS.
24. What is the facility's plan for the supervision and clinical coordination?
- This will be done by the Director of Nursing with consultation by the Medical Director.
25. What is the basis (timelines) for non-performance in terms of potential hiring (difficulties) for these positions?
- The timeline for filling vacated positions is 60 days. DDDS will only pay for delivered services and not vacant positions.