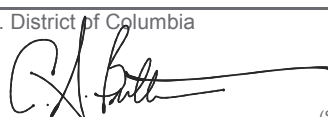


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	5
2. Amendment/Modification Number A003	3. Effective Date July 17, 2017	4. Requisition No. RQ957921	5. Solicitation Caption Occupational Therapy, Physical Therapy and Speech Language Pathology Equitable Services		
6. Issued by: District of Columbia Public Schools (DCPS) Office of Contracts and Acquisitions 1200 First Street, N.E., 9 th floor, Washington, D.C. 20002		Code	7. Administered by (If other than line 6)		
z8. Name and Address of Contractor (No. street, city, county, state and zip code)		X	9A. Amendment of Solicitation GAGA-2017- I-0032		
			9B. Dated (See Item 11) July 17, 2017		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) BY ACKNOWLEDGING RECEIPT OF THIS AMENDMENT ON EACH COPY OF THE OFFER SUBMITTED ; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): THE CHANGES CLAUSE, The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor is not <input checked="" type="checkbox"/> is required to sign this document and return _____ copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Information for Bid (IFB) No. GAGA-2017-I-0032 for Occupational Therapy, Physical Therapy and Speech Language Pathology Equitable Services is hereby amended as follows: <ul style="list-style-type: none"> Please see the attached additional chart to be submitted as an addition to Section B.4 Price Form. The additional chart is a REQUIRED resource allocation chart. Please see the second page of this amendment listing questions received from potential offerors and the official responses/answers from DCPS. 					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			Candace Butler		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	

- Q1. How many vendors received this request for RFP?
A1. DCPS posted the notice of the IFB in the Washington Post and sent the notice via email to over twenty (20) vendors.
- Q2. How many vendors do you plan to award preferred supplier status?
A2. DCPS will award to one or more vendors based on the capacity of the vendors to meet DCPS' need identified in section C.1.23.2.
- Q3. Would you award a MSP agreement for a firm to manage all temporary staffing if they propose a competitive pricing plan, and if that firm is capable of staffing all positions?
A3. DCPS will award a Contract (any contingent Agreements) to the Offeror who proposes the most competitive pricing, and meets all the minimum qualifications as required by this IFB.
- Q4. How many temporary staffing vendors do you currently have?
A4. DCPS has two vendors providing these services.
- Q5. Have you contracted for OT, PT, and/or SLP services in the past? What was the spend on the previous contract(s)?
A5. During SY 15-16, services for private religious students were provided at the DCPS school by DCPS staff. During SY 16-17, we had our current school-based vendors provide the services at the student's private school site. This IFB process will provide the first DCPS contract for OT, PT and SLP services for private religious school students.
- Q6. What was the solicitation number/title on the RFP for the current awarded contract (if applicable)?
A6. N/A
- Q7. Do you have a budget estimate for 2017-18, and if so, what is it?
A7. DCPS does not provide budget information for programmatic needs at this time.
- Q8. What is/are the current hourly pay rate and/or yearly salary for each position being requested? How many days of vacation and sick time do they receive?
A8. The information on the salary scale and benefit packages for DCPS Related Service Providers is available at <https://dcps.dc.gov/node/1057802>.
- Q9. In regards to supervision, what type of oversight is provided by the school?
A9. The private religious and home school environments will confirm the delivery of the therapy services at the educational site.
- Q10. How are awarded firms notified of individual needs for providers?
A10. Unfortunately, this question is not very clear. Firms will be awarded based on their ability to meet the minimum requirements, the evaluated price and their proposed resource capacity.
- Q11. How many OT, PT, SLP providers are you seeking total?
A11. We are seeking a vendor to provide therapy services to eighteen (18) students with occupational therapy services, nine (9) students with physical therapy services and sixty-seven (67) students with speech therapy services on their individual equitable services plan.
- Q12. What will the schedule of the providers be?
A12. The providers should schedule the services directly with private schools and parents to ensure the services are delivered during hours of the students' private, religious or home educational environment.
- Q13. Is it a mandatory requirement for the vendor to subcontract in order to submit and be awarded the proposal OR is this subcontracting requirement waived as specified on pg. 32 bullet H.9.1.1 in the bid PDF?
A13. Yes the 35% subcontracting requirement is mandatory, *unless* i) the vendors proposal is under \$250,000 or ii) there are no available sources from which to subcontract. It is the Offeror's responsibility to document and submit all good faith efforts/attempts at trying to achieve/comply with the subcontracting requirement (i.e., CBE database searches, letters to CBEs, etc). If it is found by DCPS that no CBE was available to subcontract, DCPS may decide to award to an Offeror

will be required to subcontract at that time.

- Q14. Is it acceptable to give a cost per week based on the proposed hourly rate? For Example: A rate of \$60.00 per hour and 37.5 work hours per week will be \$2,250.00 cost per week.
- A14. DCPS is seeking a rate for a 30 minute session, please use the revised Price Chart in Amendment 001 to this solicitation.
- Q15. Can we name one of our Therapist, once they are selected for district assignment, be the Clinical Lead for this contract? If so, what are the qualifications for the Clinical Lead? Can this person also be the Clinical Lead for other services (Example: SLP Lead is also over OT and PT Services)?
- A15. Yes, the vendor can select the clinical lead upon award. The Clinical Lead can be an SLP, OT or PT. There are no specific qualifications outlined in the proposal. The vendor may select their own clinical lead. DCPS suggests clinical leads with:
- expertise providing therapy services in urban school based settings for students with mild to severe disabilities;
 - minimum of five (5) years of therapy experience in SLP, OT or PT;
 - able to provide clinical support to staff; and
 - develop and / or lead quarterly presentations for parents /staff.
- Q16. Is the vendor required to provide professional development training to their contractors and district staff? Additionally, per pgs. 4 through 9 on the cost schedule tables, is the quarterly training for school staff/parents required to be provided by the vendor or the contracted therapist?
- A16. The vendor will not provide professional development trainings to DCPS related service provider staff. DCPS is seeking a vendor(s) with the experience and capacity to provide one quarterly training to parents of students receiving equitable services and one quarterly training to staff of students receiving equitable services. DCPS will coordinate the topics with the vendor based on the training topic needs of the private religious schools' staff. DCPS will coordinate the training location for these four (4) parent training and four (4) staff trainings. The vendor can utilize their current staff or contracted staff to provide the trainings.
- Q17. We are a staffing company that will screen and match candidates according to DCPS' needs. However, we do not manage our therapists and their therapy programs while they are on assignment. Although our providers normally serve an average of 30 to 55 students, we cannot provide an estimated number of students per week within the cost schedule tables on pgs. 4 through 9. Is this statement acceptable?
- A17. Per the scope of work, DCPS is seeking a vendor to provider equitable services to eighteen (18) students with occupational therapy services, nine (9) students with physical therapy services and sixty-seven (67) students with speech therapy services on their individual equitable services plan. DCPS is seeking a vendor to manage and supervise the staff providing the therapy services. Respondents to this IFB must complete the revised pricing table as outlined.
- Q18. We are located in the state of Florida and we do not have an office in the State of Washington, DC. Is it your preference for a company to have an office in the State of Washington, DC?
- A18. The only preferences given by DCPS is for organizations deemed Certified Business Enterprises by the Department of Small and Local Business Development.
- Q19. Are resumes required at the time of proposal submission or only upon award? Does DCPS require proof of the State DOH License or Teaching License with the Resumes?
- A19. The IFB submission requirements are outlined in section C.5. Per section C.1.12, resumes are due to DCPS before staff begin services and approved after the completion of a DCPS interview (section C.1.17).
- Q20. Are candidates required to hold a State Department of Health License, an OSSE Teacher license, or BOTH? Can the State DOH license or OSSE Teacher License be pending when the candidate starts?
- A20. Per section C.1.13, staff must hold the required licenses. In DC, an SLP must hold DC DOH license and OSSE Related Service Provider certificate. An OT and PT must hold DC DOH license. All staff must hold the required licenses / certifications prior to starting services.
- Q21. Could you please let me know the projected weekly hours of service for the OT, PT, and SLP?
- A21. DCPS has eighteen (18) students with occupational therapy services, nine (9) students with physical therapy services and sixty-seven (67) students with speech therapy services on their individual equitable services plan. The average number of

- Q22. How many OT, PT or SLP's do you foresee needing for the 2017-18 school year?
A22. DCPS is seeking a vendor to provide the equitable services for eighteen (18) students with occupational therapy services, nine (9) students with physical therapy services and sixty-seven (67) students with speech therapy services on their individual equitable services plan. The vendor will identify and secure the number of staff needed to implement these services for our private, religious and home schooled environment students.
- Q23. Would you consider certified therapy assistants such as COTA, PTA, SLPA or CFY?
A23. COTA, PTA and SLPA staff are not eligible for this contract as outlined in section C.5.2.
- Q24. For what grades will the OT, PT and SLP provide services and what will be the caseload?
A24. The 77 students with ISPs range from age 3 to 17 years old.
- Q25. How many working days will the OT, PT and SLP work during the school year (For Example: 180 days or less)?
A25. The services should be provided during the students' private, religious or home school educational environment days and hours. Per section C.1.24.1, there are fifty-five (55) educational environments. Services shall be provided from September 2017 through May 2017.
- Q26. If DCPS 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?
A26. Yes.
- Q27. 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?
A27. Vendors should have the staff ready for interviewing upon contract award. The contract will start August 1, 2017 in order for the services to start September 1, 2017. If a vendor is unable to fulfill their contract, DCPS will reduce or cancel the contract for lack of performance through the cure notice process.
- Q28. Can we incur in any penalties or be liable for any damages for not having a OT/PT/SLP available upon your school's request in a timely manner or would your school terminate the RFP contract with our company? .
A28. If a vendor is unable to fulfill their contract, DCPS will reduce or cancel the contract for lack of performance through the cure notice process. Penalties and damages have been imposed to vendors that have caused the District to fall into non-compliance for the delivery of federally mandated services.
- Q29. To pay invoices, does the board meet monthly to release payment for the month? Do you remit payment only once a month? If so, do you have a calendar or specific time of month the board meets to approve payments?
A29. By the 10th of each month, the vendor should submit an invoice per the instructions outlined in Section G.2. Upon receipt, the Contract Administrator will review and submit for payment processing.
- Q30. Will your school provide laptops/computers and/or an email account to the contracted providers during their assignment?
A30. DCPS will provide a DC Government email address to each provider. The vendor must provide the computers/laptops for their staff.
- Q31. Will therapists have access to Internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at DCPS?
A31. DCPS has Internet access in our buildings. Please note, the services provided through this Contract will be at off-site locations where DCPS can not guarantee access to Internet, fax/copy machines. If a therapist needs access to Internet or fax/copy machine, they can utilize these items at a central office location through the DCPS Contract Administrator.
- Q32. Are Testing Materials/Equipment or Evaluation Materials/Equipment to complete the provision of services for Therapy Services provided by DCPS OR the Vendor?
A32. All evaluation and intervention materials must be provided by the vendor.
- Q33. Who will be the representative from DCPS to determine which materials/equipment are required for the Therapy Services?

- Q34. 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?
- A34. During SY 15-16, services for private religious students were provided at the DCPS school by DCPS staff. During SY 16-17, we had our current school-based vendors provide the services at the student's private school site. This IFB process will provide the first DCPS contract for OT, PT and SLP services for private religious school students.
- Q35. Could you please let us know the anticipated award date for this contract?
- A35. This Contract is to be awarded by August 1, 2017.

Resource Capacity

Please insert the number of FTEs your firm would put forth in support of this contract. Please keep in mind the requirement of 30 minute session per type of therapy.

Therapy

**Proposed Number
of FTEs**

Occupational

Physical

Speech Language

Proposed Caseload for each FTE: