



*Delaware Health  
And Social Services*

---

**DIVISION OF MANAGEMENT SERVICES**

---

PROCUREMENT

DATE: May 3, 2010

HSS-11-005

Physical Therapy (PT) Services at the Stockley Center (ICF/MR)

for

Division of Developmental Disability Services  
Delaware Health and Social Services  
Stockley Center  
26351 Patriots Way  
Georgetown, DE 19947

Date Due: May 17, 2010  
11:00 a.m. local time

ADDENDUM # 1  
**PLEASE NOTE:**

**Questions and Answers**

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

---

BRUCE KRUG  
PROCUREMENT ADMINISTRATOR  
(302) 255 - 9291

---

Adele Mears Wemlinger  
Executive Director  
(302) 933 - 3000

**Question 1:**

Is the intention of the Stockley Center to use one company for all of these RFP's? Do companies have to bid on all four of these RFP's?

- Stockley will review all bids received and will select a company or companies based on the bid proposals. This could be one vendor or multiple vendors.
- Yes, has to bid on the RFP's that they are interested in providing the services for.

**Question 2:**

Section II. Scope of Work 4. Provide the facility with a National Provider Identifier. Does each individual need to provide a NPI number or can they use the Company's NPI?

- They can use the Company's NPI #. Futuristically, they will need their own MPI# if and when, we establish the "out patient treatment" facility.

**Question 3:**

Section II. Scope of Work 5. Be a Medicaid participating provider. I wanted to clarify that the therapists will use Stockley's Medicaid number, but do the billing.

- Futuristically, they will need to have their own NPI# and do the billing as well.

**Question 4:**

Section II. Scope of work 18. Pursues funding for assistive technology devices and completes paperwork. Does Stockley currently have assistive technology devices that need funding or will new devices be purchased if funding is found?

- The therapist are required to do the leg work regarding assistive technology devices including any relevant paperwork such as requests for purchase, Medicaid justifications, etc. There are no assistive technology devices that need funding.

**Question 5:**

Who is or are the current vendors providing same services if applicable?

- Liberty Healthcare Corporation

**Question 6:**

Is the facility satisfied with services?

- Yes.

**Question 7:**

How many years has the current contract(s) been in force? Is this contract arrangement due to expire and is now being re-bid?

- The contract is in its third and final year. It expires June 30, 2010.

**Question 8:**

Are there any therapists employed by the state at Stockley, and if so how many, are they full time, part time, or PRN etc.?

- No.

**Question 9:**

Based on anticipated hours needed as described in this RFP, is it desirable by the facility to have as many full time therapists as is allowed by the number of hours anticipated, and as few part-time or PRN as necessary?

- The RFP under “Scope of Work” clearly spells out the hours and number of staff needed.

**Question 10:**

The RFP indicates “regular business hours.” Does this include weekends? Holidays? Overtime?

- Regular business hours are typically Monday through Friday excluding weekends and holidays. However, there is flexibility for the therapists to work when the residents need their services.

**Question 11:**

Does the facility feel that successful recruitment is dependent upon offering as much full-time work as possible to fill the hours, and that it will be necessary to offer comprehensive full time rate and benefits as the market will allow?

- The RFP under “Scope of Work” clearly spells out the hours and number of staff needed. It is up to the vendor to incorporate any associated costs in their bid proposals.

**Question 12:**

Does the facility feel that some therapists may need to be relocated into the area to fill these positions?

- This is up to the individual vendors to determine.

**Question 13:**

If one vendor bids on not only this solicitation, but all the therapy solicitations also now open for this facility, and if one vendor's proposal presents a case for filling all the positions available based on various strengths, is it possible that only one vendor could be chosen to provide all the therapist services?

- A vendor must bid on all RFP's they are interested in providing services for and it is possible that there may be one vendor who receives all awards.

**Question 14:**

How detailed of a line item budget of proposed bill rate is required by the bid?

- It should be a detailed account and should be a breakout of what costs are included in the hourly rate.

**Question 15:**

Is there any on-call and if so please describe in detail.

- There is no on-call required in the RFP.

**Question 16:**

Does vendor have to register to do business in DE *prior to* award?

- No.

**Question 17:**

Is there a limit to the dollars available to achieve full staffing of speech therapy needs of the facility? If so, what dollar limit is set?

- The vendor is responsible for providing a bid proposal that accurately reflects an honest cost of providing the services. There is no set dollar limit set.

**Question 18:**

Will a bid that lists a rate that is above the Medicaid reimbursement rate be disqualified?

- The rate is not based on the Medicaid reimbursement rate.

**Question 19:**

Should bill rate be all-inclusive of all withholdings, taxes, recruitment, overhead, bonus, compensation, benefits, mileage, etc.?

- The vendor is responsible for providing a bid proposal that accurately reflects an honest cost of providing the services that is inclusive of all related costs.

**Question 20:**

Must resumes/profiles of planned therapist staffs be submitted with bid, or simply agency staffs who are responsible for recruitment and staffing, or both?

- The resumes/profiles should be submitted for the proposed therapy staff.

**Question 21:**

What is the pay range/rate set by the state for each therapy discipline?

- There is not a specific pay range/rate set.

**Questions 22:**

Requirement states two years of experience. Does this mean that in no case will new grads or those with less than two years of experience are to be submitted for assignment, even if services were to be interrupted?

- No new graduates, the two year of experience is the requirement.

**Question 23:**

Into which state category (Therapist I, II, III, or IV) does two years of experience fall? Please describe requirements for each level.

- This is not a state position and the two years of experience is required.

**Question 24:**

In the interest of workforce development, will the facility allow existing and qualified therapists to provide supervision to other new therapists with provisional licensure (CFY) supervision requirements?

- No.

**Question 25:**

Regarding proposal submission format, please explain the difference between an “original” CD and “copies” of CDs.

- Simply label the two CD clearly as “original”.

**Question 26:**

RE: Minority Business Tracking Form. If bidder is not a minority business as defined but is a corporation, must we complete the form?

- This form only needs to be completed if your business falls under this category.

**Question 27:**

Does the facility believe that state pay rates for this discipline are competitive? Is there a near-future plan to increase the state pay rates for therapists?

- This is not a state position.

**Question 28:**

Has the state agency considered grouping all of their professional staffing needs into one single RFP, in the interest of economy and efficiency? (Each therapy need has a separate RFP currently).

- The state has sent out RFP's for services as they feel best meets our needs.

**Question 29:**

Due the proposals have to be in both Word and PDF?

- Yes, may have Excel, etc. but do not mix Word and PDF.

**Question 30:**

Are confidential CD's part of the proposal proper?

- No, i.e. Business audit, resumes, etc. should be isolated and the proposal should refer to a confidential CD.

**Question 31:**

Are financial audits required?

- No, not as part of the RFP.

**Question 32:**

Does the contract allow for service provision in community settings?

- Yes, to some degree to be determined jointly by Community Services and Stockley Center administration.

**Question 33:**

Are the current agency bill rates available? If so what are they?

- The current RFP's represent a change for both staffing and hours; therefore, the current rates are not relevant.