

**NOLA Public School  
Procurement Department  
2401 Westbend Parkway, Suite 5076,  
New Orleans, LA 70114  
Paul A. Lucius, Executive Director of Procurement**

**October 16, 2023**

**Addendum No. 3**

**REQUEST FOR PROPOSAL NO. 24-0032  
SPEECH THERAPY SERVICES**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued September 14, 2023. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

This Addendum consists of 7 page(s).

**CLARIFICATION**

1. **Question:** Who are the current vendors for SLP services in NOLA Public Schools?

**Answer:** Please see Addendum No. 2 question number one (1).

2. **Question:** What are the current bill rates the district is paying for contracted SLP services as listed in the new RFP?

Therapy Services: Rate per treatment session:

Evaluation Service: Fee per Student:

IEP Service: Fee per IEP attended:

**Answer:** .

Therapy Services: Rate per treatment session: Our fees are hourly, not by session.

They range from \$65-\$70 per hour.

Evaluation Service: Fee per Student: Our fees are hourly, not by service.

They range from \$65-\$70 per hour.

IEP Service: Fee per IEP attended Our fees are hourly, not by meeting.

They range from \$65-\$70 per hour.

3. **Question:** During the pre-proposal meeting it was stated that the DBE forms that need to be completed and returned are Form 1, Form 2, The Certification Letter and The Certification Checklist. Our organization does not generally subcontract for our services. If we state 0% participation on these forms, I assume we will be awarded 0 out of 10 points for the DBE section or will we be disqualified? If we attempt some good faith efforts and are able to document them on the forms provided, will we receive at least partial credit for the DBE section?

**Answer:** Proposers which choose not to participate in OPSB's DBE Program will not receive any points, and may be subject to disqualification, if forms are not properly completed. Proposers which attempt good faith efforts, but are unsuccessful in quantifying commitments, will not receive full/partial credit.

4. **Question:** Will NOLA Public Schools accept these services delivered via teletherapy?

**Answer:** Please see Addendum No. 2 question number nine (9).

5. **Question:** Under the Specifications section, letter F, *To support the Medicaid billing system processes, Providers must have an NPI-National Provider Identifier Number as well as an OPR-Ordering, Prescribing, and Referring Medicaid Number*, our providers do have NPI numbers, however, all financial transactions are done by the districts and our providers do not bill directly, they bill under the district's umbrella. Does OPSB require providers to directly bill Medicaid?

**Answer:** Please see Addendum No.2 question number Fourteen(14).

6. **Question:** If we were unable to attend the pre-proposal conference, can we still bid or will we be disqualified?

**Answer:** Yes, you may bid pre-proposal conferences are not mandatory.

7. **Question:** Will you only consider firms with partnerships with DBE certifications through New Orleans? What about certifications from organizations outside of the city? What about outside of the state?

**Answer:** The OPSB – Office of Business Partnerships will only review and consider Certified DBE Firms, from outside of the State of Louisiana, if they are certified via municipal or state entity.

8. **Question:** Will you only consider firms that have been operating in LA for five years? What about experienced firms that have staffed schools outside of Louisiana?

**Answer:** We will consider all local firms in the State of Louisiana that submit a proposal. We prefer firms with a local presence; however, we may consider firms with experience in other states if they have providers licensed in Louisiana.

9. **Question:** Why is the contract out for bid? Is it required to be put out for bid?

**Answer:** Louisiana Public Bid Law requires that contracts are re-advertised every three years.

10. **Question:** Are you satisfied with the current provider(s) of services?

**Answer:** Yes.

11. **Question:** What would you like to see with the awarded vendor and their approach to the request?

**Answer:** Please see Section 2.0 Scope of Work and Section 4.0 Specifications regarding approach.

12. **Question:** How many vendors are you planning on awarding?

**Answer:** Please see Addendum No.2 Question #3.

13. **Question:** If more than one, will there be primary, secondary, tertiary, etc. status for vendors?

**Answer:** We have not made that determination.

14. **Question :** If more than one firm is awarded and there isn't a tier system, how will jobs get distributed to firms?

**Answer :** We have note made that determination. We will work with firms with licensed providers as needed.

15. **Question:** How many "Speech Therapists" do you need? What is the volume of requisitions?

**Answer:** Please see Addendum No.2 Question No.5.

16. **Question:** How many hours per week will each title work?

**Answer:** Please see answer to Question No.15.

17. **Question:** Typically how long are the assignments?

**Answer:** Typically, one School Year.

18. **Question:** How many hours did these titles work in 2020, 2021, 2022?

**Answer:** Please see answer to Question No.15,

19. **Question:** What was the spend on this contract in 2020, 2021, 2022?

**Answer:** Please see Addendum No. 2 Question No. 20.

20. **Question:** What is expected annual spend for this contract?

**Answer:** The expected annual spend for this contract is \$400,000.00.

21. **Question:** Have you contracted for these services in the past?

**Answer:** Please see Addendum No.2 Question No. 1.

22. **Question:** What are the current fee-for-service rates?

**Answer:** Please see Addendum No.2 Question 2.

23. **Question:** Who were/are the previous incumbent(s)?

**Answer:** Please see Addendum No. 2 Question 1.

24. **Question:** How many vendors do you currently work with?

**Answer:** Please see answer to Question no. 23.

25. **Question:** Is this RFP seeking new firms to add on to the current vendor panel or bring in completely new vendors?

**Answer:** The RFP is seeking qualified firms to provide Speech Therapy Services.

26. **Question:** Are you seeking bidders with the lowest price? If not, what other considerations are they taking into account when evaluating proposals?

**Answer:** Please see section 6.0 evaluation / criteria for all considerations for evaluating proposals.

27. **Question:** What are the shifts? Days/Hours? Length of assignment? Opportunity for summer school?

**Answer:** Please see Addendum No. 2 Question No.4.

28. **Question:** Can you please clarify if the following documents listed below should be included in Tab 12-Appendices:

- a) Indemnity and Insurance (pg 31)
- b) Form AD-1048 (pg 32)
- c) Certification re: Lobbying (pg 35)
- d) Proposer's Certification (pg 36)
- e) Non-Collusion Statement (pg 37)
- f) Vendor Registration (pg 38)
- g) Conflict of Interest (pg 39)
- h) Proposers Guarantees & Warranties (p 40)
- i) Edgar Contract Addendum (p 41)
- j) Resumes and SLP certification documents

**Answer:** Tab 12 – Appendices should contain the items listed below.

- a. NOLA-PS Forms (Completed and signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS)
- b. Resumes or CVs of project participants
- c. Sample Work (if requested)

29. **Question:** Can you also clarify that the designated documents listed above and tab insert pages do not count towards the 20 page limit?

**Answer:** The twenty (20) page limit does not include NOLA-PS forms TABS 9-12.

30. In filling out Tabs 3 and 4, we noticed the information request was quite similar. Is there a distinction between the two that we need to make sure to address? Is COI required to be submitted along with the proposal or upon award?

**Answer:** Tabs 3 and 4 are not similar. Please read the RFP and provide the information requested. The COI is required to be submitted along with the proposal.

31. **Question:** Tab 6 requires a table form and the names of assigned therapists. Since this information is dependent on the provided caseload should we include only the key members at this time?

**Answer:** Tab 6 requires names of therapists who will perform the activities of the RFP. Therefore, the names of key members is not acceptable.

32. **Question:** We are not a DBE. Would you prefer us to add a statement that we are not a DBE and exclude those documents in the RFP packet?

**Answer:** DBE Provisions (Attached) to RFP, are hereby made a part of this RFP. Failure to include DBE participation; including all signatures and notary, shall cause a firm's proposal to be non-responsive and cause for rejection. **All DBE forms must be properly completed whether or not they are applicable to Proposer. All DBE forms must have a signature and dated. All DBE forms that require notarization must be properly executed. Failure to sign, date , or notarize any DBE form shall cause a rejection of proposal.**

**DBE FORMS MUST BE SUBMITTED. FAILURE TO SUBMIT WILL CAUSE REJECTION OF PROPOSAL.**

**ON PAGE 4 DELETE:**

**1.0 OVERVIEW**

**1.1 Introductions to Proposers**

**One signed original proposal shall be submitted electronically and clearly marked: REQUEST FOR PROPOSAL NO. 24-0032 ON TUESDAY, OCTOBER 17, 2023 AT 10:00 A.M. to Paul A. Lucius, Executive Director: procurement@nolapublicschools.com.**

**All visitors to NOLA-PS are required check in at lobby receptionist and wear a mask if required.**

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Proposal not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of any entity to deliver Proposals on time.

No Proposal will be accepted after October 17, 2023 @ 10:00 A.M. under any conditions unless in the best interest of NOLA-PS by an addendum notification.

Pre-Proposal Meeting (via Virtual)	Friday	September 29, 2023 @ 10:00 A.M.
Last Day for Questions @ 4:00 P.M. (CST)	Wednesday	October 4, 2023
Last Day for Addendum	Tuesday	October 10, 2023
PROPOSAL SUBMISSION DEADLINE no later than 10:00 A.M.		October 17, 2023
Oral Presentations (if applicable)		October 26, 2023
Evaluation Committee Meeting		October 26, 2023
Award Notification (approximate)		TBD
Execution of Agreement (approximate)		TBD

**REPLACE WITH:**

**1.0 OVERVIEW**

**1.1 Introductions to Proposers**

**One signed original proposal shall be submitted electronically and clearly marked: REQUEST FOR PROPOSAL NO. 24-0032 ON TUESDAY, OCTOBER 24, 2023 AT 10:00 A.M. to Paul A. Lucius, Executive Director: procurement@nolapublicschools.com.**

**All visitors to NOLA-PS are required check in at lobby receptionist and wear a mask if required.**

The Orleans Parish School Board will not be responsible for the opening of, post-opening of, or failure to open a Proposal not properly addressed or identified.

The Orleans Parish School Board will not assume the responsibility for any delay as a result of failure of any entity to deliver Proposals on time.

No Proposal will be accepted after October 24, 2023 @ 10:00 A.M. under any conditions unless in the best interest of NOLA-PS by an addendum notification.

Pre-Proposal Meeting (via Virtual)	Friday	September 29, 2023 @ 10:00 A.M.
Last Day for Questions @ 4:00 P.M. (CST)	Wednesday	October 4, 2023
Last Day for Addendum	Tuesday	October 10, 2023
PROPOSAL SUBMISSION DEADLINE no later than 10:00 A.M.		October 24, 2023
Oral Presentations (if applicable)		October 30, 2023
Evaluation Committee Meeting		October 30, 2023
Award Notification (approximate)		TBD
Execution of Agreement (approximate)		TBD

**End of Addendum No. 3**