



STATE OF TENNESSEE  
DEPARTMENT OF EDUCATION

**REQUEST FOR QUALIFICATIONS # 33101-23133FAS5  
AMENDMENT # 4  
OCCUPATIONAL AND PHYSICAL THERAPY  
SERVICES**

**DATE: August 28, 2023**

**RFQ # 33101-23133FAS5 IS AMENDED AS FOLLOWS:**

1. **This RFQ Schedule of Events updates and confirms scheduled RFQ dates. Any event, time, or date containing revised or new text is highlighted.**

1.	RFQ Issued		July 19, 2023
2.	Disability Accommodation Request Deadline	2:00 p.m.	July 24, 2023
3.	Pre-Response Conference	9:00a.m.	July 25, 2023
4.	Notice of Intent to Respond Deadline	2:00 p.m.	July 26, 2023
5.	Written "Questions & Comments" Deadline	2:00 p.m.	July 31, 2023
6.	State response to written "Questions & Comments"		August 28, 2023
7.	RFQ Response Deadline	2:00 p.m.	September 6, 2023
8.	RFQ Negotiations (if applicable)		September 15 - 18, 2023
9.	State Notice of Intent to Award Released and RFQ Files Opened for Public Inspection		September 20, 2023
10.	End of Open File Period		September 27, 2023
11.	State sends contract to Contractor for signature		October 2, 2023
12.	Contractor Signature Deadline	2:00 p.m.	October 3, 2023

2. **State responses to questions and comments in the table below amend and clarify this RFQ.**

Any restatement of RFQ text in the Question/Comment column shall NOT be construed as a change in the actual wording of the RFQ document.

RFP SECTION	PAGE #	QUESTION / COMMENT	STATE RESPONSE
General		<p>1. Because this is a 5-year contract, do we need to determine our cost to account for inflation/cost of living increases over the five-year period or will there be a way to amend the contract during the term when our staffing costs increase? In other words, our hourly cost five years from now will obviously be more than our cost for the coming year, so is there a way to account for yearly increases, or do we just submit a cost based on our projection of what the cost will be in five years?</p>	<p>Please submit a cost based on projected inflation over the length of the contract. The cost proposal rates are not to exceed rates.</p> <p>See RFQ Section 3.1.4.3. The proposed cost shall incorporate ALL costs for services under the contract for the total contract period.</p>
General		<p>2. Since school starts in about a week, and the contract would not be awarded and signed until well into September, is there a plan in place to provide services to the TSD caseload in the meantime?</p>	<p>Yes. The district has submitted a TDOE Contract Procurement Request for a PO for a temporary vendor. In the event of missed services, compensatory services will be offered once the new contractor is in place. Families will be notified of any services missed and compensatory services provided.</p>
General		<p>3. Can the district please clarify how needs for vendor supplied contractors will be disseminated to awardees post award?</p>	<p>The district will meet with awardee post award to describe the needs for vendor-supplied contractors. The TSD Caseloads will be the basis for determining these needs.</p>
General		<p>4. Can the district please provide a detailed explanation for how points will be awarded for the pricing section of this solicitation (i.e. lowest bill rate receives maximum points, and next lowest vendor receives a prorated amount; lowest bill rate receives maximum points, and the next lowest vendor receives a predetermined amount of points)?</p>	<p>Cost Proposals will be opened for the highest evaluated Respondent. If the Cost Proposal is not acceptable to the State and the Respondent, then the State will open the Cost Proposal for the next apparent highest evaluated Respondent. See RFQ Attachment D, Cost Proposal and RFQ Section 5.3.</p>
General		<p>5. When is the estimated contract award date, and how will the district communicate award status to vendors?</p>	<p>The Notice of Intent to Award will be posted to the CPO website according to the schedule of events. An email will also be sent to all vendors that submitted proposals. If there are any amendments to the timeline are necessary, vendors shall be notified of updated timelines.</p>

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General		6. How many vendors does the district expect to award a contract to for the services requested in this solicitation?	The district expects to award one vendor a contract.
General		7. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?	Little Tennessee Valley Educational Cooperative provided Occupational and Physical Therapy services for \$56/ hour.
General		8. What is the expected amount of full-time, vendor supplied (OT & PT) needed during the 2023-24 SY?	Approximately fourteen (14) students on caseload with services one hour per week, for 34 school weeks to equal 448 hours of vendor supplied support needed.
General		9. Can the district please provide the total amount of full-time, vendor supplied (OT & PT) utilized during the 2022-23 SY?	A vendor did not supply these services on a "full-time" basis.
General		10. Can the district please provide the total amount of billing, broken down by vendor and classification, for all vendor supplied (OT & PT) utilized during the 2022-23 SY?	Data is not available to breakdown occupational therapy vs physical therapy services. The incumbent contractor provided approximately 820 hours of OT/PT services during 2022-2023 school year.  As this is a school, specific students and specifically required OT/PT services will vary year to year.
General		11. Can the district please describe the supplies and materials that contracted providers will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)?	The vendor will have access to necessary computer equipment, testing materials, shared office space, office supplies, and Wi-Fi (subject to the State's Acceptable Use Policy).
General		12. What travel between schools is expected for these providers?	As per A.2.d and A.9. in the FA and section 1.4. in the RFQ, all services performed shall be on the TSD Knoxville campus. There shall be no travel to the other TSD locations.
General		13. Will the district review other SPED service classifications if submitted with the vendor proposal?	The district will review only the services in the scope of this contract (OT/PT).
General		14. What are the district expectations of contract providers to assist in Medicaid reimbursement documentation services?	In accordance with the scope outlined in A.10. in the FA, billing for services must first be billed

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			against the child's insurance provider.
General		15. What is the average caseload for the providers requested in this solicitation?	The average caseload for providers is fourteen (14) students.
General		16. Will the district accept contract exceptions?	The Contractor shall not include the Respondent's own contract terms and conditions. See RFQ Section 3.4.5.
General		17. Are vendors who are not able to bill Medicaid or TNCare directly able to submit a proposal?	Vendors who are not able to bill directly to the student's insurance provider in accordance with A.10. are not able to submit a proposal.
General		18. Can vendors submit a proposal if they are only able to bill the TNDOE or School directly for services?	Vendors who are not able to bill directly to the student's insurance provider in accordance with A.10. are not able to submit a proposal.
Attachment F Reference Questionnaire	Page 27	19. Is it acceptable to submit out of state references that meet the list requirements or are we limited to TN references only?	It is acceptable to submit out of state references.

3. **Delete RFQ #33101-2313FAS5 FA OT PT Services, in its entirety, and replace it with RFQ #33101-2313FAS5 FA OT PT Services, Release # 2, attached to this amendment.** Revisions of the original RFQ document are emphasized within the new release. **Any sentence or paragraph containing revised or new text is highlighted.**