

Pre-Bid Conference
January 10, 2014 – 1:00 p.m.
Department of Health and Mental Hygiene (DHMH)
Holly Center

IFB – SPEECH THERAPY SERVICES
DHMH-OPASS #14-13836
eMM# MDM0031012121

Holly Center Participants: Robin Ryan, Procurement Specialist
Mae Esh, Program Services Director/Contract Monitor
Carrie Day, Recorder

Conference Call: Catherine Carter, Contract Officer, DHMH/OPASS

There were no vendors present at the Pre-Bid Conference. The following questions which were received prior to the conference were answered. Catherine Carter stated due to insufficient time to prepare a response no more questions of a significant nature would be accepted.

Questions & Answers

Question:

How accurate is the estimate of 10 hours per week? Is it possible the Therapist could acquire more hours weekly?

Answer:

The estimate of 10 hours per week is based on the current contract usage from the previous year. At this time Holly Center does not anticipate any additional hours would be needed.

Question:

Could a bid be considered and a Maryland license, business license, private malpractice insurance be pursued if the bid was awarded?

Answer:

A Maryland Business License is not a requirement for individual/sole proprietorship vendors. Please refer to Section 2 – Minimum Qualifications; 2.1 Bidder Minimum Qualifications. Insurance is required upon notification of award. Please refer to Section 4 – Bid Format; 4.4 Required Bid Submissions.

Question:

Please explain a typical daily or monthly therapy schedule. Would it be possible to cover the SLP needs in one day?

Answer:

The therapy schedule is based on the life schedule of the people who live at Holly Center. Hours will frequently be early evening hours. On some weeks, the therapist may need to work one evening; on other weeks, the therapist may need to work three evenings.

Question:

Please explain 3.2.17; contractor services shall be accessible Monday through Sunday..., would remote accessibility (e.g. phone, email) be compliant?

Answer:

No.

Question:

Are assessment, therapy materials and augmentative/alternative communication devices available to the therapist?

Answer:

Yes.

Question:

Are all responsibilities (e.g., report writing, team collaboration, staff training, development of picture exchange, augmentative device programming, etc.) billable? Do all billable activities have to be completed on site?

Answer:

All responsibilities as listed above are billable. All billable activities/services must be completed on site.

Question:

How are SLP therapy services currently being provided to the Holly Center? If these services are currently being provided contractually, please provide current awarded therapy rates.

Answer:

SLP therapy services are currently being provided by one full-time Speech therapist and two part-time contractual therapists (10 hours per week combined). The current contractual rate is \$70.00/hour.