

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

July 23, 2025

Addendum No. 1

**REQUEST FOR PROPOSAL NO. 25-0094
OCCUPATIONAL THERAPY SERVICES**

This Addendum and Clarification item forms a part of the RFP Documents and modifies the original RFP Documents issued July 3, 2025. Acknowledge receipt of this Addendum on the Addendum Form of the Request for Proposal. Failure to do so may subject proposal to disqualification.

CLARIFICATION:

Question No.1: Would you consider proposals for only virtual (teletherapy) occupational therapy services (i.e., no in-person services)?

Answer: We will not consider proposals that only support virtual occupational therapy services.

Question No. 2 : Would the district accept electronic signatures on the proposal forms as part of the electronic submission?

Answer: Yes, the district will accept electronic signatures on proposal forms as part of the submission.

Question No. 3: Does the district anticipate awarding more than one vendor for this RFP?

Answer: Yes, the district anticipates awarding more than one vendor for this RFP.

Question No.4: If the DBE participation has been waived for this solicitation, can you confirm that there are no documents for the vendor to provide under Tab 11 - DBE and Partnerships?

Answer: DBE has been waived; therefore, no documents are required to be submitted with this RFP.

Question No.5: If resumes of potential service providers are required under Tab 12 -Appendices, would you accept blind resumes with full names and license numbers withheld?

Answer: Yes, blind resumes are acceptable, but if a contract is awarded, we will validate all names and correlating licensure data.

Question No.6: Can you confirm that all required attachments or forms are excluded from the 20-page limit (example: cover letter, table of contents, Forms contained under Tab 11 - DBE and Partnerships, forms and attachments contained under Tab 12 - Appendices, etc.)?

Answer: All required attachments are excluded from the 20-page limit.

Question No.7: While the service providers can assist in completing Medicaid billing paperwork for the district's systems, allowing the district to seek reimbursement, can you confirm that all services rendered by the vendor will be billable only to the district, without the vendor relying on direct payment from Medicaid?

Answer: The Vendor will not have to rely on any payments from Medicaid in correlation to their contract between the District and themselves.

Question No.8: How does the district handle price adjustments after the initial one-year term if the vendor seeks a mutual price increase annually, if the RFP is renewed

Answer: This information should be submitted in the Vendor's proposal in order for the District to consider any price increase in subsequent years.

Question No.9: Would the district provide its students with the hardware (e.g., computer, webcam, headsets, etc.), OT test kits, supplies, and other materials needed for services?

Answer: No, because the District is not contracting for virtual direct services to Children with Disabilities.

Question No.10: What are your current vendor names and rates for OT services?

Answer: The current vendors are as follows:

Ergo Tech, LLC. (\$75 per unit of Treatment/Consultation/IEP Documentation) (\$175 per unit of Evaluation)

Tracy Boudoin, (\$70 per unit of Treatment/Consultation) (\$80.00 per unit of IEP Documentation) (\$180 per unit of Evaluation)

Kim4Kids, LLC (\$70 per unit of Treatment) (\$140 per unit of Consultation) (\$140 per unit of IEP Documentation)

Question No.11: Are you satisfied with your current vendors, or have you experienced any issues in the past year?

Answer: The District is satisfied with the current Vendors providing services.

Question No.12: Does the district prefer or require the vendor to have a physical office in the state of Louisiana?

Answer: The District prefers a local presence from our Vendors with regard to this type of support.

Question No.13: Would the vendor be penalized or disqualified if its proposal included exceptions or additional terms to the RFP for the district's review?

Answer: The District will only review proposals that are responsive to the RFP as written.

Question No.14: If the vendor has additional terms it requests to be added, can the sample copy of these terms be added under the Appendices and excluded from the 20 page limit?

Answer: Please see Answer to Question No.13.

Question No.15: Is this a multi-award bid?

Answer: Please see Answer to Question No.3.

Question No.16: When awarded the solicitation to provide services, who would be the contact within the district to inquire about open roles for professions related to the RFP?

Answer: After awarding the contract the District will designate the appropriate personnel as key contact for project. .

Question No.17: Who are the current vendors, and what are their bill rates for requested services?

Answer: Please see answer to Question No.10

Question No.18: What is the average caseload for OTs?

Answer: The caseload varies based upon the schools assigned to each Provider and the number of eligible students for Occupational Therapy supports as defined by the IEP(individual education plan).

Question No.19: What volume of full-time equivalent Occupational Therapy positions do you anticipate having for the new school year (2025-2026)?

Answer: It will vary based upon the schools assigned to each Provider and the number of students eligible for Occupational Therapy supports as defined by the IEP(individual education plan).

Question No.20: What were the number of Occupational Therapy positions that were contracted out to agency providers last school year (2024-2025)?

Answer: The number of Occupational Therapy positions that were contracted out to agencies last school year (2024-2025) was 5.

Question No.21: What are the bill rates that your current contracted agencies use for Occupational Therapy services?

Answer: Please See Answer to Question No.10.

Question No.22: What is the expected service delivery model (in-person, telehealth, hybrid)?

Answer: Please See Answers to Questions No.1 and 9.

Question No.23: Does the RFP's required forms count toward the proposal's 20 page limit?

Answer: Please See Answer to Question No.6.

Question No.24: The RFP mentions physical therapy, although that was a separate RFP. Can you affirm that all areas are for occupational therapy services?

Answer: This RFP is for Occupational Therapy Services all pages which reference Physical Therapy Services have been deleted and replaced.

Question No.25: Who are the current vendors providing services?

Answer: Please see Answer to Question No.10.

Question No.26: What are the current hourly rates?

Answer: Please see Answer to Question No.10.

Question No.27: We typically bill services at an hourly rate, when calculating our cost form, what should we put in for quantity?

Answer: The Quantity is generally a value of 1 for each unit of service provided, or anticipated to be provided (i.e. O/T Evaluation \$70 per unit x 1 evaluations is \$70 billed.)

Question No.28: Should the rate per service be an hourly rate?

Answer: No, the rate per service should be a flat amount for a unit of service.

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6.0 EVALUATION CRITERIA /PROCESS

EVALUATION OF PROPOSAL

The evaluation of the proposal will be performed by a committee consisting of designees of NOLA- PS. It is critical to the ultimate award of this Request for Proposal the proposal be complete and accurate. While cost is an important factor, it should be understood that the NOLA- PS is under no obligation to accept the lowest proposal. In evaluating qualified proposals, the following considerations will be taken into account for award recommendations (if applicable).

Evaluation Criteria	Elements	Score
1.ee	A minimum of 5 years of experience in providing school-based services in Occupational Therapy in strict accordance with current Louisiana law.	20
2.	Experience in providing Physical Therapy services to students ages 3-21 years of age with mild to severe exceptionalities.	25
3.	Experience in conducting Child Search evaluations for children ages 2.6 through 5 years of age.	20
4.	Qualifications of the company's primary personnel assigned to the project.	15
5.	Cost of Services (fee schedules, discounts, etc.)	10
6.	Disadvantaged Business Enterprise Goal (DBE) of 35%	10
Total Points		100 Points

REPLACE WITH:

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4.	Qualifications of the company's primary personnel assigned to the project.	15
5.	Cost of Services (fee schedules, discounts, etc.)	10
Total Points		100 Points

On Page 10 DELETE:

ADDENDUM TO REQUEST FOR PROPOSAL: NOLA-PS reserves the right to revise and amend the specifications prior to the date set for the opening. Proposers are requested to clarify any ambiguity, conflict, discrepancy, omission or other error(s) in this RFP in writing and request the modification or clarification desired. NOLA-PS will issue an addendum to evidence any revisions or amendments made to this RFP. As a courtesy, every effort will be made to send an issued addendum to the parties known to have been furnished a complete copy of this RFP. Addenda are made available on the NOLA-PS website under community/business resources/solicitations. Please acknowledge receipt of addendum on Signature Page. **Failure to acknowledge all Addenda will result in the proposal being rejected.**

All questions must be in writing and electronically submitted to the Executive Director of Procurement at procurement@nolapublicschools.com no later than **4:00 P.M. on Tuesday, July 22, 2025**. No addendum will be issued later than **Friday, July 25, 2025 or 72 hours prior to proposal due date**, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the qualifications response, to determine if addenda were issued and, if so, to acknowledge the addendum on the applicable form.

Times and dates are final unless there is an unexpected “emergency” beyond NOLA-PS’s control.

ORAL PRESENTATIONS via ZOOM: (Optional)

PRESENTATION DATES: August 6-7, 2025

NOLA-PS, at its sole discretion may invite the top two to four (2-4) Proposers to provide oral presentations and justify how they propose to meet the Districts’ objectives with **RFP No. 25-0089**. Commitments, if any, made by the Proposer at the oral presentation will be considered binding. The evaluation committee has the option to conduct initial reviews of proposals and only host oral presentations of the top 2 to 4 firms in the best interest of the District.

Each firm selected should be prepared to conduct a presentation to the NOLA-PS Evaluation Committee. The presentations must be shown that the firm clearly understands the requirements of the solicitation and possesses the knowledge, skills, and capacity to complete the work. Firms presenting for the oral presentation process will be notified of their allotted presentation time with the District on **Monday, August 4 , 2025**. The time frame for the presentations will follow the schedule provided below:

- 10 minutes for vendor set-up and brief Introductions
- 20 minutes for presentations to NOLA-PS Evaluation Committee demonstrating firms’ Qualifications and Expertise with the requirements as it relates to the RFP services
- 15 minutes for question/answer session
- 5 minutes for closing

NOLA-PS is requesting firms respectfully adhere to the assigned time allotted for presentations.

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All questions must be in writing and electronically submitted to the Executive Director of Procurement at procurement@nolapublicschools.com no later than **4:00 P.M. on Tuesday, July 22, 2025**. No addendum will be issued later than **Thursday, July 24, 2025 or 72 hours prior to proposal due date**, except an addendum withdrawing the proposal or postponing the opening of the proposal. It is the responsibility of each Proposer, prior to submitting the qualifications response, to determine if addenda were issued and, if so, to acknowledge the addendum on the applicable form.

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Each firm selected should be prepared to conduct a presentation to the NOLA-PS Evaluation Committee. The presentations must be shown that the firm clearly understands the requirements of the solicitation and possesses the knowledge, skills, and capacity to complete the work. Firms presenting for the oral presentation process will be notified of their allotted presentation time with the District on **Monday, August 4 , 2025**. The time frame for the presentations will follow the schedule provided below:

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7.0 PROPOSAL FORMS/SUBMISSIONS

7.1 PROPOSAL SUBMISSION REQUIREMENTS

In addition to the requirements stated above, the proposal must address the following:

1. Three (3) to Five (5) client references (see attached form) from school districts to show evidence of past Physical Therapy Services. References must include the complete name of the district and individual contact name, title, phone and email information.
2. A summary of any litigation filed against your company or any of its employees in the past three (3) years which is related to the service that the company provides in its regular course of business. The summary should state the nature of the litigation, a brief description of the case, the outcomes or projected outcomes, and the monetary amounts involved.
3. A summary of any litigation filed against any entity by you or any of your principals or employees in the past ten (10) years.

7.2 SUBMITTAL REQUIREMENTS/SPECIFICATIONS:

To enable the Orleans Parish School Board to efficiently evaluate the Request for Proposals packages, it is requested that Respondents use the following format in preparing their proposals. **Electronic proposals that DO NOT conform to the prescribed format may be rejected and may not be evaluated.**

Responses to this RFP will detail applicant's ability to address the Proposal Requirements using the following outline:

Proposal Response Format (Proposal Response Not to exceed 20 Pages)

Proposals submitted for consideration should follow the format and order of presentation described below:

A. Tab 1 – Cover Letter – *Letter of Interest/Executive Summary*

- a. Must be on Firm's Letterhead
- b. Signed by authorized company official/agent of the firm who is committing to a potential contract with NOLA-PS
- c. Include primary contact person

B. Tab 2 – Description of Firm's Background

- a. Brief summary of professional experience
- b. Number of years in business
- c. Firm's goal and objectives
- d. Firm's overall organizational focus

C. Tab 3 – Experience and Qualifications of Firm

- a. Describe the firm's ability to provide the product/service as described in the RF

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7.1 PROPOSAL SUBMISSION REQUIREMENTS

In addition to the requirements stated above, the proposal must address the following:

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C. Tab 3 – Experience and Qualifications of Firm

- a. Describe the firm's ability to provide the product/service as described in the RFP

On Page 23 DELETE:

D. Tab 4 – Methodology and Approach

- a. Describe the firm's approach to carrying out the product/service as described in the RFP (Scope of Work, Specifications, and Special Terms and Conditions)
- b. Include similar projects

E. Tab 5 – Firm's Financial & Compliance Standing

A statement of the firm's financial stability and ability to complete all services. In addition, provide an explanation of any contract termination for default or other incident in the past five years. Termination for default is defined as notice to stop services for non-performance or poor performance, and issue was either litigated or not litigated. If default occurred, list name, address, and telephone number of the party. If NO such termination occurred for default, declare it. The District will evaluate the facts, and may, at its sole discretion, reject the vendor's proposal.

F. Tab 6 – Timeline (Table Form)

- a. Include start date, end state, activity, and team member's (s') assigned to complete activity

G. Tab 7 – Project Staff

Brief summary of backgrounds, qualifications, and experiences of all staff/team members participating with the project

Include the role and responsibility of each team member on this project

H. Tab 8 – Firm's Organizational Chart

- a. Include Key Members and Titles

I. Tab 9 – References – (Provide three (3) to Five (5) References of similar scope)

- a. Include organization's name
- b. Industry Type
- c. Contact name, title, phone number, and email address
- d. Contract Date (s) or Years of Service(s)

J. Tab 10 – Proposal Cost

K. Tab 11 – DBE and Partnerships (Appendix B)

- a. DBE Responsiveness Form
- 1 b. DBE Responsiveness Form 2
- c. DBE Certification Letter (for each company)
- d. DBE Professional Services Compliance Certification Checklist

L. Tab 12 – Appendices

- 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) – **(Appendix A)**
- b. Resumes or CVs of project participants
- c. Sample Work (if requested)

RELACE WITH:

D. Tab 4 – Methodology and Approach

- a. Describe the firm's approach to carrying out the product/service as described in the RFP (Scope of Work, Specifications, and Special Terms and Conditions)
- b. Include similar projects

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On Page 27 DELETE:

9.0 Cost Form



**ORLEANS PARISH SCHOOL BOARD
Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, Louisiana 70114**

RFP NO. 25-0094

PHYSICAL THERAPY SERVICES

The total **ANNUAL** fee for providing: _____

Fee: _____
(in figures)

Fee: _____
(in words)

NAME: _____ **TITLE:** _____

COMPANY: _____

SIGNATURE: _____ **DATE:** _____

ORLEANS PARISH SCHOOL BOARD (NOLA-PS) reserves the right to consider/approve additional products/services available during the life of this agreement that have yet to be developed but would enhance the products/services provided under this agreement. Such considerations should be made available as part of the routine products/services included in this agreement and made available to client similar to ORLEANS PARISH SCHOOL BOARD (NOLA-PS) at no additional fee.

Should additional fees be required for products/services not yet developed, ORLEANS PARISH SCHOOL BOARD (NOLA-PS) shall receive a cost justification proposal for the added product or service and shall have the right to accept or reject any such offer independent of the original agreement, to negotiate with the successful vendor for additional value and to counteroffer additional value, which may include pricing, additional warranty, technical support and/or training.

REPLACE WITH:

9.0 Cost Form



ORLEANS PARISH SCHOOL BOARD

**Procurement Department
2401 Westbend Parkway, Suite 5055
New Orleans, Louisiana 70114**

RFP NO. 25-0094

OCCUPATIONAL THERAPY SERVICES

The total **ANNUAL** fee for providing: _____

Fee: _____
(in figures)

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(in words)

NAME: _____ TITLE: _____

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End of Addendum No.1