

## Instructions

This Response Template must be used for submission of written questions. All questions should provide the requested information. Those that do not, may not be answered by DHS. The Vendor may add as many lines as needed. DHS would strongly prefer the Vendor to ask multi-part questions as individual questions on separate lines.

**Instructions:** Complete all cells of each question asked in the Table below. Clearly identify the referenced section or text.

Question ID	RFP Reference (page number, section number, paragraph)	Specific RFP Language	Question	Answers
<i>Example</i>	<i>Page 7, section 1.15, C</i>	J. Vendors may submit multiple bid	<i>May vendors submit more than one bid?</i>	<i>yes See section 1.15, J</i>
1	N/A	Teletherapy	Will you accept a teletherapy solution?	<i>Refer to Section 2.2.B and 2.5.G of the solicitation.</i>
2	N/A	Bilingual	Are you also looking for Bilingual therapists?	<i>Yes but not required</i>
3	Page 10, Section 2.5, G	Services <b>must</b> be provided Monday through Friday from 8:00 am – 4:30 pm CST	Will the breaks be inclusive? If not are the 20 hours/week the minimum working hours?	<i>We are flexible so long as the client's needs are met. Scheduling is through the nursing department.</i>
4	Page 3, Section 1.8, A, 3, d	Documentation that vendor meets the minimum qualifications outlined in this IFB	Besides the providers license and references, should the resume be accompanied?	<i>No</i>
5	Page 3, Section 1.8, A, 3, d	Documentation that vendor meets the minimum qualifications outlined in this IFB	What are the qualifications of the Speech language pathologist?	<i>Refer to Section 2.3 Minimum Qualifications in the solicitation.</i>
6	Page 10, Section 2.2, B	The Contractor may occasionally be required to provide services, after-hours, on holidays and during inclement weather days. The Contractor may occasionally be required to work overtime hours.	Should holiday and overtime rates be different from regular rates?	<i>Refer to the Official Bid Price Sheet</i>

7	Page 18, Section 4, 3	The bid <b>must</b> be typed or printed in ink. The signature <b>must</b> be in ink	Do you accept electronic signatures?	According to ACA 19-11-203(29), "Signature" means a manual, an electronic, or a digital method executed or adopted by a party with the intent to be bound by or to authenticate a record which is: (A) Unique to the person using it; (B) Capable of verification; (C) Under the sole control of the person using it; and (D) Linked to data in such a manner that if the data are changed, the electronic signature is invalidated.
8	Page 10, Section 2.2, B	The Contractor may occasionally be required to provide services, after-hours, on holidays and during inclement weather days. The Contractor may occasionally be required to work overtime hours.	Can we submit holiday and overtime hourly rates for the providers?	Refer to the Official Bid Price Sheet
9	Page 18, Section 4, 4	Prices	What is the contract value of this project?	Not Applicable
10	Page 10, Section 2, 2.1	2.1 INTRODUCTION	How many patients will be seen per day and what are their demographics?	Client speech services needs are determined with consultation between the therapist and the client's Interdisciplinary team. Number of clients seen per day may vary depending on programming needs.