

Request for Proposals for Speech, Occupational and/or Physical Therapy Services

March 17, 2023

Frontier Local School District

Lee Howard, Treasurer

(740) 864-6051

lhoward@frontierlocalschools.com

1. Introduction and Purpose

The Frontier Local School District is requesting proposals from vendors interested in providing speech/language, occupational, and/or physical therapy services as outlined below to our students, as legally mandated by their Individualized Education Program (IEP). The schedule for services needed is listed under the Description of Requested Services and/or Goods on page two of this RFP. Proposals may be submitted for individual services or a combination of services. Please include pricing by hourly or quarter-hour rates.

Frontier Local School District is seeking proposals from both private and public non-profit entities and for profit organizations, agencies, hospitals, clinics and other interested entities duly registered to conduct business within the State of Ohio. Those students who will receive educational related services attend Frontier Local School District and range in age from 3 – 21 years.

The Frontier School buildings in need of educational related services are listed below:

Frontier High/Middle School
44870 State Route 7
New Matamoras, OH 45767

Matamoras Elementary School
1000 Stover Drive
New Matamoras, OH 45767

Newport Elementary School
100 Harrison Street
Newport, OH 45768

2. Submission Guidelines & Requirements

Please price all proposals by hourly or quarter-hour rates.

Request for Proposals (RFP) Release Date: March 17, 2023

Proposals Due Date: April 18, 2023, 12:00 PM

Language to be Included in Contract as required by Uniform Guidance Procurement Standards:

- **Allow the representatives of the US Department of Human Services, ODM, ODE, or their respective designee access to the subcontractor's books, documents, and records.**
- **Acknowledgment from the contracted party that they or their principles are not suspended or debarred.**
- **Compliance with requirements of 45 CFR 164.504 (e)(1) for safeguarding and limiting access to information containing beneficiaries.**

Contact for Additional Program Information:

Sally Trifiletti, Special Education Coordinator
strifiletti@frontierlocalschools.com
(740) 865-3473 ext. 1106

Submit Proposals to:

Frontier Local School District
Attn: Services Proposals
44870 SR 7
New Matamoras, Ohio 45767

3. Description of Requested Services and/or Goods

As part of an Interdisciplinary Team, all contracted therapists are expected to:

- Conduct evaluative assessments to determine student needs and develop goals, objectives, and classroom accommodations/modifications based on those areas of need
- Develop treatment plans, interventions and/or educational materials based on IEP goals for the purpose of remediating students' skill deficits and ensuring compliance with regulatory requirements

- Provide services at multiple work sites for the purpose of providing direct therapy interventions for each area of skill development as it relates to student participation and performance with respect to classroom routines and additional assistance as required
- Prepare a wide variety of written materials (e.g. activity logs, correspondence, memos, treatment plans, evaluations, reports, annual review summaries, IEPs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information
- Participate in meetings (e.g. training, workshops, seminars, IEP conferences, team meetings, etc.), as required, for the purpose of conveying and/or gathering information
- Maintain files and/or records (e.g. progress reports, activity logs, treatment plans, etc.) for the purpose of ensuring the availability of information as required for reference and/or compliance
- Collaborate with groups and/or individuals (e.g. parents, teachers, physicians, administration, team members, other professionals, etc.) for the purpose educational planning/programming, communicating information, resolving issues, and providing services in compliance with established guidelines
- Consult with teachers, parents, other personnel, and/or other professionals for the purpose of providing requested information, developing plans for services, making recommendations, and/or coordinating speech/occupational therapy services with those of other disciplines
- Develop adaptations and/or implement the use of equipment/assistive technology to encourage student participation in activities, increase development of functional skills, and provide training to and support to staff and parents in order to implement related services recommendations
- Complete paperwork in compliance with therapy service requirements for the Developmental Disability Service/Medicaid requirements.
- Maintain confidentiality concerning information related to participants and the School

All services delivered by a contracted therapist will adhere to approved curriculum standards and will be provided in an integrated, collaborative manner, both within the classroom and therapy room environments.

All services delivered by a contracted therapist will be recorded in the individual student records. The contracted therapist(s) for all eligible students must also maintain therapy logs. Additional time for routine professional documentation is not included in the

therapy hours assigned for pupil services. It is the therapists' responsibility to complete therapy logs outside of the service hours to students.

4. Evaluation Factors

Services Approach (30 Points)

Please explain your service approach, style and process. In your explanation, describe specific methods, which will be used by contracted therapists to implement related services in educational settings. Discuss the application of evidence-based practices and describe specific strategies for:

- Environmentally based functional assessments within the classroom setting (including information regarding assistive technology and/or augmentative communication);
- Collaboration with instructional staff and other disciplines within the planning and implementation of services; and
- Therapeutic intervention for supporting educational goals and objectives (including information regarding assistive technology and/or augmentative communication). Therapists must be clinically and culturally competent and responsive, with training and experience necessary to manage complex cases. Therefore, please also describe your procedures/mechanisms for the provision of:
 - Professional development;
 - Contract management and complaint resolution;
 - Performance review of contracted therapists; and
 - Supervision of Physical Therapy Assistants (PTA) and Certified Occupational Therapy Assistants (COTA).

Experience (30 points)

- Proposals should include copies of therapists' licenses/certifications and the organization's licensure status (if appropriate), evidencing that the organization and all therapists are legally credentialed to provide the requested services in the State of Ohio.
- Please attach resumes for all therapists' who will be providing services.
- Please also provide no more than three, current letters of support for your firm
- Provide proof of current malpractice insurance.

Cost (40 points)

- Proposals must include the estimated cost for all work related to tasks and deliverables

The Frontier Local School District Board of Education reserves the right to award to the bidder that presents the best value to the District as determined solely by the District at its discretion. The Board also reserves the right to reject any and all bids.

5. Assurances and Disclosures

I, _____ hereby state:

A. I am the duly authorized agent of _____, the Proposer submitting the competitive bid which is attached to this statement, for the purpose of certifying the facts pertaining to the existence of collusion among and between Proposers and School District officials, as well as facts pertaining to the giving or offering of things of value to School District personnel in return for special consideration in the awarding of any contract pursuant to the bid to which this statement is attached.

B. I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached and have been personally and directly involved in the proceedings leading to the submission of the bid.

C. Neither the Proposer nor anyone subject to the Proposer's direction or control has been a party:

1. To any collusion among Proposers in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding;
2. To any collusion with any School District official or employee as to quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract;
or
3. In any discussions between Proposers and any School District official concerning exchange of money or other thing of value for special consideration in the awarding of a contract.

D. I hereby guarantee that the specifications outlined in the bid shall be followed as specified and that deviations from the specifications shall occur only as part of a formal change process approved by the Board of Education.

Certification and Violations Disclosure –

A. Is the company or any employees who will be working on this contract presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from submitting bids or proposals by any federal, state or local entity, department or agency? _____ Yes
_____ No

B. Has the company or any of its employees within a five-year period preceding the date of this certification been convicted of fraud or any other criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contract, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property? ____ Yes ____ No

C. Is the company or any of its employees presently indicted for or otherwise criminally charged with commission of any of the offenses enumerated in item 2 of this disclosure? ____ Yes
_____ No

D. Has the company or any of its employees, within a five-year period preceding the date of this certification had a judgment entered against contractor or its principals arising out of the performance of a public or private contract? _____ Yes _____ No

E. Does the company or any of its employees have pending in any state or federal court any litigation in which there is a claim against contractor or any of its principals arising out of the performance of a public or private contract? _____ Yes _____ No

F. Has the company or any of its employees within a five-year period preceding the date of this certification had one or more public contracts (federal, state, or local) terminated for any reason related to contract performance? _____ Yes _____ No (If the answer is yes to any of the above questions, provide details in a separate attachment to this form.)

Conflict of Interest Disclosure:

Does any school board member or employee of the school district have a financial interest in your business or hold a position as officer, director, trustee, partner, or other top level management? ____ Yes _____ No

Company Information

Company Name: _____

Company Address: _____

Company Phone Number: _____

Company Email: _____

Location Manager: _____

Location Phone Number: _____

Submitter Name: _____

Submitter Title: _____

I, the undersigned, acknowledge and confirm the information presented in this bid is complete and truthful to the best of my knowledge and I commit said Company to adhere to all requests and proposals made in this bid.

Signature: _____

Date: _____

Printed Name: _____

_____ **Please attach a complete and updated W-9 for our records.**

