

Request For Proposal:

Therapy Services

This Request for Proposal (RFP) is for the purpose of obtaining competitive proposals from qualified, licensed organizations to provide Speech and Language as well as Physical Therapy Services for Language and Literacy Academy for Learning.

The goal of Language and Literacy Academy for Learning is to ensure that all students who have communication delays or communication disorders (as defined by State Board Rules 6A-6.03012 and 6A-6.030121) are provided appropriate speech-language services or related services in order to receive a Free and Appropriate Public Education and to provide necessary physical therapy related services so that eligible students have access to the education programs and the school environment to prepare them for further education, employment and independent living.

*RFP Information At A Glance*

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| **Bid Title:** | Therapy Services Proposal |
| **Send Proposals To**: | Language and Literacy Academy for Learning 330 Avenue C South East  Winter Haven, FL 33880  Office: 863-268-2903 ext 108  Fax: 863-268-2906  Email: tandria.callins@weexcelinreading.org |
| **Due Date & Time: July 19, 2019 by 3:00 pm** | Due Date: July 19, 2019 |
| **Contact Information:** | Dr. Tandria Callins  Phone: Office: 863-268-2903 ext 108  Email: tandria.callins@weexcelinreading.org |

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# [I. RFP Submission and Award](#bookmark7)

1. **Proposals will be accepted until** 3:00 pm **on** July 19, 2019Proposals shall be submitted as follows:
   1. Electronic copy emailed to: Dr. Tandria Callins - tandria.callins@weexcelinreading.org
   2. Hard copy in a sealed envelope marked “Therapy Services Proposal”
2. Language and Literacy Academy for Learning reserves the right to reject any or all proposals
3. Awards shall be made to the most qualified and responsible Service Provider whose proposal is the most responsive to this solicitation as judged by Language and Literacy Academy for Learning. The chosen service Provider will be the one whose experience, financial capabilities and resources demonstrate their ability to perform the services required.
4. It is the responsibility of the prospective Service Provider to fully inform themselves of the conditions, requirements and specifications before submitting a proposal. Failure to do so will be at the Service Provider’s own risk.
5. Proposals shall include the following information:
   1. Certifications of potential personnel to perform services
   2. Pricing
   3. Three (3) Current references
   4. Medicaid and/or NPI numbers
6. If additional information is required, please contact: Dr. Tandria Callins, Executive Director/Principal, Language and Literacy Academy for Learning in writing at: tandria.callins@weexcelinreading.org or by phone at 863-268-2903 ext 108

# II. The Service Provider Deliverables

# [A -](#bookmark8) [General](#bookmark9) [Deliverables](#bookmark10)

1. Explain their payment and billing process.
2. Provide proof of Insurance and Liability coverage.
3. Provides leadership in the team process of identifying students who may need speech and language/P.T. assessments and determine a continuum of intervention strategies and/or possible eligibility for special education or related services.
4. Makes appropriate referrals to outside providers when necessary.
5. Evaluate, observe and consult on each child referred for therapy
6. Formulate a treatment plan for students who have IEPs/FSPs and assist teams regarding goals and objectives.
7. Meet responsibilities and obligations to students who are at risk as well as students on the caseload.
8. Keep clear and comprehensive records.
9. Inform parents and teachers of student progress.
10. The Jessica Lundsford Act (JLA) requires all contracted Service Providers who are permitted access on school grounds when students are present, who have contact with students, or have access to or control school funds to undergo a screening process and meet level 2 screening requirements pursuant to Florida State Statute 1012.32.
11. Knowledge of required documentation or student progress report procedures.
12. Ability to plan and conduct in-service activities.
13. Ability to collaborate with the Occupational Therapist, Rehabilitation Nurse, and other educational team members to prepare and implement Individual Educational Plans.
14. Uphold and enforces board policy, administrative procedures, and school.
15. Maintain appropriate work habits, including regular and punctual attendance and appropriate use of conference and planning time.
16. Work cooperatively with parents to strengthen the educational program for their children.
17. Establish and maintain cooperative relations with other staff.
18. Evaluate progress of students on a regular basis using multiple assessment methods.
19. Recommend appropriate adjustments in the student's IEP based on ongoing progress monitoring and the student's performance in the student's educational environment.
20. Perform duties necessary to maintain the accountability required for the instructional program and as required by federal, state and district guidelines.
21. Respect the confidentiality of records and information regarding students, parents, and teachers in accordance with accepted professional ethics, and state and federal laws.

# [B.](#bookmark11) [Speech Deliverables:](#bookmark12)

1. Conduct thorough, appropriate, and balanced speech, language, and/or communication assessments using a comprehensive assessment plan.
2. Evaluate and summarize all relevant results.
3. Make appropriate recommendations to the school staff or IEP team.
4. Provide resources and training to educators and parents that will help eliminate or inhibit the onset and development of communication disorders
5. Ability to consult with teachers, school staff and parents regarding the influence of specific deficits on the students' classroom and school environment. Bilingual/biliterate preferred.
6. Must possess a Master's or higher degree with a graduate major in speech-language pathology or be currently enrolled in a graduate program for Speech-Language Pathology, or hold a valid license in speech-language pathology from the State of Florida Department of Health.
7. Must have applied for or currently have their Certification of Clinical Competence through ASHA.

# [C.](#bookmark13) [Physical Therapy Deliverables](#bookmark14)

1. Promotes the student's independence in self-care tasks and locomotion.
2. Recommend equipment and assistive devices appropriate for the student's needs.
3. Increases the student's functioning through the use of adaptive and assistive devices.
4. Facilitate the student's development and enhance learning.
5. Decreases the effect of the handicapping condition upon the student's ability to function in the classroom/school setting.
6. Graduation from a physical therapy school approved by the Council on Medical Education of the American Medical Association in collaboration with the American Physical Therapy Association.
7. Current Physical Therapist Licensure by the State of Florida.

# III. School Deliverables

1. The approximate # of hours required per week per Service
2. Communication systems, such as electronic mail, telephones and computers while on site
3. A workable space to provide services to students
4. A schedule of students to be seen
5. Contact information for applicable individuals (Administration, teachers, parents …)
6. A Site tour may be given to Service Provider upon request.

# VI. Evaluation Procedures

The school’s Principal shall review all proposals submitted and will use the following criteria to score the submitted proposals.

|  |  |
| --- | --- |
| **Explanation of Criteria** | **Possible Points** |
| Understanding of task and proposed plan | + 0 to 10 |
| Experience and reliability of Service Provider | + 0 to 10 |
| Time Frames | + 10 *(if able to meet)*  - 20 *(if not included)*  - 50 *(if not able to meet)* |
| Staffing - certified personnel | + 0 to 10 |
| References | +0 to 5 *for each positive reference  (max 20 points)* |
| Costs | + 20 *for lowest rate*  +15 *for second lowest rate*  +10 *for third lowest rate*  +0 *all others* |